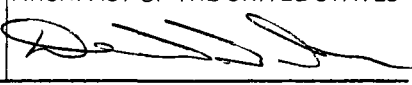



REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-59-89-37	DATE RECEIVED 6/28/89
1 FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Under Secretary for Management		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Office of Medical Services (Department Files)			
4 NAME OF PERSON WITH WHOM TO CONFER Marria Braden	5 TELEPHONE EXT 647-6011	DATE 11/24/89	ARCHIVIST OF THE UNITED STATES 
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
6/21/89	 Kathleen M. Lannon	Chief, Records Management Staff		
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>			
	See attached for description of records.			

CHAPTER 12

MEDICAL SERVICES RECORDS

This chapter covers records created and accumulated by the Office of Medical Services. The records maintenance and disposition instructions cover the requirements for establishing an Employee Medical Folder, SF-66-D. Disposition standards apply to both long- and short-term medical records of transferred and separated Foreign Service Federal employees and provide for the retirement of the long-term medical records of separated employees to the National Personnel Records Center (NPRC).

SECTION 1

EXAMINATION AND TREATMENT

<u>ITEM NO</u>	<u>DESCRIPTION</u> <u>MEDICAL SERVICES (AMED)</u>	<u>DISPOSITION</u>
120101	<p>Employee Medical Folder</p> <p>a Long-term medical records</p> <p>Consist of medical histories, examinations, including laboratory reports, hospital reports and clinical interviews, exposure records, X-rays and other records relating to occupational illnesses and diseases. Records pertain to Foreign Service employees and their eligible dependents and employees of other Government agencies who are participating in the medical and health programs of the Department of State. See FPM Chapter 293-31 for detailed description of long-term medical records and special filing procedures, e.g. X-rays. See item 120107</p>	
	(1) Transferred Employees	<p>After securing a written release from the named employee, transfer a copy of the EMF along with SF-66-D to gaining agency (GRS 1, item 21a(1))</p>
	(2) Separated Employees	<p>Retire to NPRC St. Louis, Mo., 1 year after separation. NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the birth cannot be ascertained, or 30 years after latest separation, whichever is later (N1-59-89-37, item 1a(2))</p>
	b Temporary medical records	<p>Destroy 6 years after separation of transferee employee (GRS 21, item 21b)</p>
	<p>Consist of records relating to treatments or examinations received on a voluntary basis for non-job-related reasons except when such records result as a condition of employment or relate to an on-the-job occurrence. See FPM Chapter 293-31 for records generally not considered part of EMFS but may be included under certain circumstances</p>	

<u>ITEM NO</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
120101 (Contd)	c. Individual Employee Health Case Files	Destroy 60 years after retirement to Federal Records Center (GRS 1, 10-194)
	Note The 60-year disposition applies to case files created prior to September 1, 1984	
120102	Medical Examination File - Unsuccessful Applicants Consists of Certificates of Examination, DS-78, 88 and 89, DS 1686a, Report of Medical Examination, and 1622, Medical Examination of Dependent Under Twelve	Destroy 2 years after applicant's rejection or failure to report for duty (NN-166-5, item 2)
	Note Dependents accompanying employee on tour of duty may have to undergo the same physical examinations or obtain the same inoculations as the employee	
120103	Personnel Computer Listings Computer listings of personnel of the Department of State and other agencies used to audit the Medical Case File to determine proper spelling of name, age, and current employing agency	Destroy when superseded (NN-166-5, item 3)
120104	Records of Retired Case Files Consists of name card prepared for each file retired to the Federal Records Center	Destroy when corresponding Medical Case Files are destroyed (NC1-59-76-12, item 9)
120105	Examination Register Consists of copies of Medical Examination Registration Form, DS-1456, showing personnel data and whether patient was previously examined in MED	Destroy reception desk copy when 1 month old, destroy original used by Control Clerk when no longer needed (NN-171-170, item 2)
120106	Medical Clearance Consist of copies of DS-823, Medical Clearance, including waivers of medical clearance, for assignment or location abroad, upon direct hire to overseas post, or upon return to U S for assignment, separation, or home leave	File original report in Employee Medical Folder (EMF) Destroy working copies after issuance (N1-59-89-37, item 6)
120107	X-Ray Plate File Consists of X-ray plates both negative and positive of personnel examined by Medical Staff or by other medical facilities	File original record or authorized substitute for original in Employee Medical Folder (EMF) (N1-59-89-37, item 7)
	Note The Department must retain oversized X-rays and include a notice in the EMF as to how they can be obtained See item 120101	

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
120108	<p>Radiographic Report File</p> <p>Consists of a copy of the radiographic Report (SF-519a) used as an index to the X-Ray plate file. Report is transferred to inactive file upon retirement or destruction of X-Ray plate. Original report is made a part of the Medical Case File, item 120101</p>	<p>Destroy 5 years after transfer to inactive file (NN-166-5, item 28)</p>
120109	<p>Laboratory Reports File</p> <p>Copies of laboratory report forms such as SF-514a, Urinalysis, and SF-514b, Hematology, etc., used for reference purposes. Original report is made part of the Medical Case File, Item 120001</p>	<p>Destroy 3 months after date of report (NN-166-5, item 29)</p>
120110	<p>Daily Record Sheet</p> <p>A log used to record number of daily clinical treatments provided by the Health Unit. Information is used for budget and statistical reporting</p>	<p>Destroy 1 year after last entry (NN-166-5, item 33)</p>
120111	<p>Parasitology/Tropical Medicine</p> <p>Consists of duplicate copies of Feces Report (SF-514g), Antibiotic Sensitivity Report (DS-1705), Instructions for Parasitic Examination (DS-1501); and various other duplicate laboratory and diagnostic test reports which are maintained in special case files for convenience of reference.</p>	
	<p>a. Negative laboratory test reports on which no previous parasitology case file is maintained</p>	<p>Destroy 30 days after date of report (NN-171-170, item 2a)</p>
	<p>b. All laboratory and diagnostic test reports maintained in the Parasitology Office case files</p>	<p>Destroy 1 year after date of separation of employee (NN-171-170, item 3b)</p>
120112	<p>Contractor Medical Records</p> <p>a. Employment records requiring fitness-for-duty physical examinations. Includes medical histories, examinations, laboratory reports and tests, and related records</p> <p>(1) Maintenance contractors hired by the Department for overseas duty in Moscow</p>	<p>Retire to NPRC St. Louis, Mo., 30 days after termination of contract. NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the date of birth cannot be ascertained, or 30</p>

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
120112 (Contd)		years after latest separation, whichever is later (N1-59-89-37, item 11)
	(2) Individual Contractor/Contracting Firm	Retire to NPRC St Louis, Mo , 30 days after termination of contract if not turned over to individual or contracting firm at time of termination NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later (N1-59-89-37, item 11)
	Note Decision based on Department policy, rulings, terms of contract, etc	
	b Records relating to routine treatment or examination of individuals admitted to or voluntarily seeking treatment at health care facility for non-job-related reasons	Destroy when 6 years old (N1-59-89-37, item 11)
	Note Records resulting from on-the-job injuries are maintained in accordance with item no 120302	
120113	Immunizations	
	Vaccinations available to American employees and their dependents	
	a Job-related Vaccinations which are required as part of employment or current position	File original report in Employee Medical Folder (EMF) Destroy working copies after issuance (N1-59-89-37, item 12)
	b. Non job-related Vaccinations offered for the convenience and at the option of the employee, for example, flu and allergy shots	Destroy when 6 years old (N1-59-89-37, item 12)
120114	Medical Information Management System (MIMS)	Destroy or delete when no longer needed (N1-59-89-37, item 13)
	Consists of selected medical information on individuals covered under the Department's Medical Program used for purposes of retrospective analyses	

SECTION 2 GENERAL ADMINISTRATIVE

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
120201	<p>Medical Program Policy Files</p> <p>Consists of policy documents pertaining to the medical program, including surveys, studies, standards, interagency agreements, regulations and other similar program material</p>	<p>Permanent. Retire inactive files to the Records Service Center Transfer to Washington National Records Center when 5 years old Offer to NARA when 30 years old (N1-59-89-37, item 14)</p>
120202	<p>Post Files</p> <p>Consists of reports of immunizations, health and sanitation and medical conditions at various posts, correspondence concerning need for and/or shipment of medical supplies, and post inspection reports Includes copies of medical contracts with private local physicians for immunizations, examinations and treatments of Foreign Service personnel, including copies of Statement of Certificate of Award of Contract and other reports and correspondence relating to the operation of health units, health problems, medical inspection visits, etc</p>	<p>Destroy when 20 years old (NN-166-5, item 11)</p>
120203	<p>Contract Files</p> <p>a Professional Services Contracts</p> <p>Copies of contracts pertaining to employment of physicians, nurses and laboratory technicians, and service contracts with hospitals, laboratories, laundries, etc Original contracts maintained by the Office of Personnel</p> <p>b Unsuccessful Applications for Contract Employment</p> <p>Unsuccessful applications for contractual employment of physicians, nurses and laboratory technicians</p>	<p>Destroy 2 years after completion or termination (NN-171-170, item 5)</p> <p>Destroy when 2 years old (NN-166-5, item 9)</p>
120204	<p>Statistical Work Reports</p> <p>Consists of copies of work reports prepared for administrative office by various medical units</p>	<p>Destroy 1 year after date of report (NN-166-5, item 13)</p>

SECTION 3 ADMINISTRATION AND CLAIMS

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
120301	<p>Authorization Files</p> <p>Files maintained for statistical reporting purposes concerning authorizations issued to Foreign Service employees and dependents for medical treatment, hospitalization, and/or medical consultation with outside sources</p> <p>a. Copy of Authorization for Medical Treatment (DS-569)</p> <p>b. Name card record for each employee or dependent hospitalized</p> <p>c. Daily sheets arranged chronologically showing names of persons to whom authorizations were issued</p>	<p>Destroy when 5 years old (NN-166-5, item 15a)</p> <p>Destroy 5 years after separation of employee (NN-166-5, item 15b)</p> <p>Destroy when 5 years old (NN-166-5, item 15c)</p>
120302	<p>Personal Injury Files</p> <p>Consists of copies of correspondence and memorandums transmitting forms such as CA-1, Employee's Notice of Injury and Original Claim for Compensation and Medical Treatment and CA-2, Official Superior's Report of Injury, and related medical information regarding on-the-job injuries whether or not a claim for compensation was made, excluding copies filed in the EMF and copies submitted to the Department of Labor</p>	<p>Cut off on termination of compensation or when deadline for filing a claim has passed Destroy 3 years after cutoff (GRS 1, item 31)</p>
120303	<p>Register/log of occupational illnesses and injuries</p>	<p>Destroy 6 years following the end of the related fiscal year (N1-59-89-37, item 20)</p>
120304	<p>Voucher for Medical Services.</p> <p>Working copies of OF-254, Voucher or Sub Voucher for Medical Services, which is certified and sent to Fiscal Services for payment</p>	<p>Destroy when 1 year old (NN-166-5, item 18)</p>