

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of State

2. MAJOR SUBDIVISION
Medical Services

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Paul F Murphy, Jr.

5. TEL. EXT.
632-8806

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED APR 26 1976	JOB NO.
NC1 - 59-75-12	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-28-76 Date	<i>James B. Rhoads</i> Archivist of the United States

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

Apr. 29 1976 *William F. Farrell*
(Date) (Signature of Agency Representative)

Chief, Records Management Staff
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Medical Case Files</p> <p>Consisting of medical histories, examinations, including laboratory reports, hospital reports, clinical interviews, and other material pertinent to the medical and administrative record</p> <p>a. Medical Case Files of Foreign Service employees, and their eligible dependents; and employees of other government agencies that are participating in the Medical and Health Program of the Department of State.</p> <p>RETIRE TO NPRC ST. LOUIS, MO. 2 YEARS AFTER SEPARATION, DESTROY 17 YEARS AFTER SEPARATION OR LATEST ACTION.</p> <p>b. Medical Case Files of Civil Service Employees.</p> <p>RETIRE TO NPRC, ST. LOUIS, MO. 2 YEARS AFTER SEPARATION, DESTROY 75 YEARS AFTER BIRTH OF EMPLOYEE</p>	<p>NN-166-5, Items 1a, and 1b. <i>75+25 20.</i></p>	<p>WITHDRAWN</p>
2	<p>Records of Retired Case Files</p> <p>Consisting of name card prepared for each file retired to the Federal Records Center, maintained alphabetically. Card contains name, birthdate, and MED retirement lot number.</p> <p>DESTROY WHEN CORRESPONDING MEDICAL CASE FILES ARE DESTROYED.</p>	<p>NN-171-170, Item 1 <i>20 yr.</i></p>	<p><i>3 items</i></p>

Copy to Agency & NRC 4-30-76 JN