
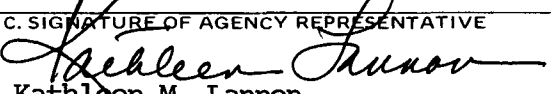


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	<i>N184-89-5</i>
1. FROM (Agency or establishment) <u>Department of State</u>		DATE RECEIVED	<i>7/14/89</i>
2. MAJOR SUBDIVISION <u>All Foreign Service Posts</u>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION <u>Health & Medical Records</u>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER <u>Marria Braden</u>	5. TELEPHONE EXT. <u>647-6011</u>	DATE <i>11/24/89</i>	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 4 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 <i>7/5/89</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE  Kathleen M. Lannon	D. TITLE Chief, Records Management Staff
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	See attached for description of records.		

CHAPTER 6 HEALTH AND MEDICAL RECORDS

This chapter covers records created and accumulated by the medical units of Foreign Service Posts. Disposition standards apply to both long- and short-term medical records of transferred and separated Foreign Service employees.

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
06001	Foreign Service Health Program Files.	
	a. Foreign Service Medical Program correspondence regarding financial matters and post charges, including requests for medical supplies and equipment.	Block annually. Destroy when 3 years old. (II-NN-3544, item 14)
	b. All other correspondence regarding the Foreign Service Medical Program, including inquiries regarding the Foreign Service Medical Insurance Program.	Block annually. Destroy when 1 year old. (II-NN3544, item 17)
06002	Employee Medical Files	
	a. American Employees - Medical files consisting of forms, correspondence and related papers documenting the employee's medical history while at post. Original case files are maintained at the Department.	
	(1) Transferred Employees	
	(a) To Post with Foreign Service medical personnel	Forward to new Post. Address medical personnel in charge. (NN-171-22, item 1a)
	(b) To Post without Foreign Service medical personnel	Destroy post file 6 years after date of last papers in file. (NN-171-22, item 1a)
	(c) From Post to Department	Destroy post file 6 years after date of last papers in file. (N1-84-89-5, item 2)
	(Employees may request a copy of their medical records upon transfer)	
	(2) Separated Employees	Destroy post file 6 years after date of last papers in file. (NN-171-22, item 1a)
	Note: a. Original copies of medical reports where treatment of an illness or injury is authorized at U.S. Government expense should be forwarded to M/MED immediately following receipt of examination findings. (See 3 FAM 685.5).	
	b. A record of all vaccinations administered to American employees which are required as part of employment or current position must be forwarded to M/MED for inclusion in original case file.	

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
06002 (Contd)	<p>b. Non-American Employees (includes Foreign Service Nationals, Foreign Service Locals, and Third Country Nationals). Medical files consisting of forms, correspondence, and related papers documenting employees medical history, except pre-employment, fitness-for-duty and disability retirement physical examinations, Health Qualification Placement Records, F3-569, Authorization for Medical Treatment or other report of physical examination, reports of on-the-job injuries, and records of medical examinations required for continued employment which become part of the Official Personnel Folder upon separation, but which may be maintained separately from the folder prior to separation.</p> <p>(1) Transferred Employees</p> <p>(a) To Post with Foreign Service physician or nurse</p> <p>(b) To Post without Foreign Service medical personnel</p> <p>(2) Separated Employees</p> <p>c. Files of private individuals such as Missionaries or American Tourists who receive courtesy medical treatment.</p>	<p>Forward to new Post. Address to medical personnel in charge. (NN-171-22, item 1b)</p> <p>Destroy post file 6 years after date of last papers in file. (NN-171-22, item 1b)</p> <p>Destroy post file 6 years after date of last papers in file. (NN-171-22, item 1b)</p> <p>Transfer to inactive file 1 year after date of last treatment. Destroy when 6 years old. (NN-171-22, item 1c)</p>
06003	<p>Temporary or short-term medical records.</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 the EMFS but may be included under certain circumstances.</p>	<p>Destroy 6 years after separation or transfer of employee. (N1-84-89-5, item 3)</p>
06004	<p>SF 539, Medical Record formerly DS-342, Individual Health Record Card.</p> <p>Note: May be filed with the Employee Medical File or separately, depending on Post requirements.</p>	<p>Destroy 6 years after last entry. (GRS 1, item 19)</p>
06005	<p>Daily Record Sheet.</p> <p>Register/log of visits to dispensaries or welfare rooms.</p>	

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
06005 (Contd)	a. If information is summarized on statistical report.	Destroy 3 months after last entry. (GRS1, item 20a)
	b. If information is not summarized.	Destroy 2 years after last entry. (GRS 1, item 20b)
06006	X-Ray Files.	
	a. American Employees	Forward all X-rays to M/MED, Attn: X-ray Unit, immediately after transfer or separation of employee. (NN-171-22, item 4a)
	b. Non-American Employees (Foreign Service Nationals, Foreign Service Locals, and Third Country Nationals).	Destroy 6 years after separation if not turned over to patient at time of separation. (N1-84-89-5, item 6)
	c. Private Individuals such as Missionaries or American Tourists who receive courtesy medical treatment.	Destroy when 6 years old if not turned over to patient at time of treatment. (N1-84-89-5, item 6)
	<p>Note: X-rays are long-term medical records to be retained for the duration of employment plus 30 years. See FPM Chapter 293-31 for detailed description of long-term medical records and special filing procedures for X-rays.</p>	
06007	Annual Health and Medical Information Report.	Destroy information that is superseded, obsolete, or no longer relevant. (N1-84-89-5, item 7)
	<p>Consist of health and medical information sheets containing names of reputable physicians and dentists, available hospitals and facilities, list of health hazards and precautionary measures, and other related information which may be of value to a new employee.</p>	
06008	Job-related illness or injury.	Destroy 6 years from date of claim. (N1-84-89-5, item 8)
	<p>Consist of copies of forms, medical reports, and other documentation relating to a job-incurred illness or injury.</p>	
	<p>Note: See 3FAM 689.6-5 for transmission of forms to the Bureau of Employees' Compensation. Submit copy of report to M/MED for incorporation in Employee Medical Case File.</p>	
06009	Register/log of occupational illnesses and injuries.	Destroy 6 years following the end of the related fiscal year. (N1-84-89-5, item 9)

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
06010	Medical Evacuations (MEDEVACS). Consist of copies of FS-569, Authorization for Medical Treatment, requesting medical evacuation for eligible Americans or dependents.	Destroy when 1 year old. (N1-84-89-5, item 10)
06011	Medical Supply System. Tracking system used to inventory medical supplies on-hand.	Destroy or delete information when no longer needed. (N1-84-89-5, item 11)