

# FEDERAL AGENCY CEASED OPERATIONS

Schedule Number: NC1-185-77-04

Federal agencies may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to State or Local government or private control.

## Description:

All items are presumed disposed. The agency ceased operations in 1999 and transferred its function to a foreign government.

The Panama Canal Treaty of 1977 terminated on December 31, 1999, and sovereignty over the canal was assumed by the Republic of Panama.

Date Reported: 11/08/2021

# FEDERAL AGENCY CEASED OPERATIONS

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

| LEAVE BLANK                         |         |
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| DATE RECEIVED<br><b>12 APR 1977</b> | JOB NO. |
| DATE APPROVED <b>NCI 185 77 4</b>   |         |

TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D.C.

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3503a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

|                                                                  |                                |
|------------------------------------------------------------------|--------------------------------|
| 1. FROM (AGENCY OR ESTABLISHMENT)<br><b>PANAMA CANAL COMPANY</b> |                                |
| 2. MAJOR SUBDIVISION<br><b>Administrative Services Division</b>  |                                |
| 3. MINOR SUBDIVISION<br><b>Records Management Branch</b>         |                                |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br><b>Thomas C. Duty</b>   | 5. TEL. EXT.<br><b>52-7767</b> |

**NOV 23 1977**  
*James S. O'Neil*  
 Date of Review:                       
 Reviewer:                     

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 12 pages are proposed for disposal for the reason indicated: ("X" only one)

- |                                                                                                                         |                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><input type="checkbox"/> <b>A</b> The records have ceased to have sufficient value to warrant further retention.</p> | <p><input checked="" type="checkbox"/> <b>B</b> The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.</p> |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                         |                                                                                 |                                   |
|-------------------------|---------------------------------------------------------------------------------|-----------------------------------|
| April 4, 1977<br>(Date) | <i>Joseph I. Wood</i><br>Joseph I. Wood<br>(Signature of Agency Representative) | Agency Records Officer<br>(Title) |
|-------------------------|---------------------------------------------------------------------------------|-----------------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)                                           | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|-----------------------------------------------------------------------------------------------------------------|----------------------|------------------|
|             | Agency Records Control Schedule No. 4 --<br>Records of the Health Bureau<br><br>Addition to page 4 is attached. |                      |                  |

*sent to agency - NCP-4NC-11/28/77 B 77 items*

CANAL ZONE GOVERNMENT  
PANAMA CANAL COMPANY

AGENCY RECORDS CONTROL SCHEDULE (ARCS)

NO. 4

RECORDS OF THE HEALTH BUREAU

Agency Records Control Schedule No. 4 prescribes retention and disposal periods for records of the Health Bureau. It shall be applied to Bureau records in conjunction with Agency Records Control Schedule No. 1, Records in Common Use throughout the Agency. Application of disposal periods in the schedules is mandatory. If there should be a conflict between items in the schedules, the item in the Bureau schedule shall be applied to the Bureau's records.

Records authorized for disposal under this schedule shall be burned, shredded, or sold for scrap. To facilitate disposal of records that are kept in a continuous series, annual file breaks are recommended. Records can then be disposed of in a group based on date of file break. Fiscal year cut-offs are preferred for most records, and, unless otherwise stated, the disposal periods in this schedule should be interpreted as beginning after the end of the fiscal year in which the records were created. For example, if a record were created on July 10, 1974, and the disposal period were given as "DISPOSE after 2 years," that period would begin July 1, 1975, and the disposal date would be July 1, 1977, or as soon thereafter as practicable.

If noncurrent records (1) are seldom referred to, (2) must be retained for at least one year, and (3) occupy needed office space, they should be transferred to a low-cost records storage area. Most such records are transferred to the Agency Records Center. Forms and instructions for shipment of records to the Center will be furnished by the Center upon request. Containers are available in the Panama Canal Company Division of Storehouses. Records stored at the Center are available for reference during the storage period. They will be disposed of by Center personnel in accordance with scheduled disposal periods after concurrence of the original custodian of the records has been obtained.

Records holdings should be reviewed for disposal under the schedule at least once a year, preferably shortly after the beginning of the fiscal year. Unscheduled records, records for which changes in the schedule are recommended, and records that are scheduled but no longer produced should be reported to the Chief, Records Management Branch, Administrative Services Division, for review and appropriate action.

*K. E. Goldsberry*  
K. E. Goldsberry

Acting Chief, Administrative Services Division  
Acting Agency Records Officer  
June 11, 1976

| <u>Item</u>                 | <u>Description of Records</u>                                                                                                                                                                                                                                                              | <u>Disposal Period</u>                                                                                                                                 |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Administrative Files</u> |                                                                                                                                                                                                                                                                                            |                                                                                                                                                        |
| 1.                          | General files consisting of correspondence, reports, studies, surveys, and related materials concerning administration as well as nonrecord copies of material on policies, plans and precedents. Logistics and Facilities Service Files (studies, etc., and records of historical value). | Start a new file every 5 years; retain in office additional 5 years, then transfer to Agency Records Center. Disposal not authorized by this schedule. |
| 2.                          | Intern and Residency Programs.                                                                                                                                                                                                                                                             | Dispose every year.                                                                                                                                    |

U. S. Army Element - Canal Zone Government

|    |                                                                                           |                                                                                                                |
|----|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 3. | Table of distribution of allowances for Military personnel.                               | Disposal not authorized by this schedule.                                                                      |
| 4. | Army Awards.                                                                              | Disposal not authorized by this schedule.                                                                      |
| 5. | Authority for Military personnel assigned to Panama Canal Zone and Canal Zone Government. | Disposal not authorized by this schedule.                                                                      |
| 6. | Military Personnel Records.                                                               | Kept in office 7 years after departure; then transferred to Agency Records Center, destroy 3 years thereafter. |

Personnel

|    |                                    |                                  |
|----|------------------------------------|----------------------------------|
| 7. | U.S.-Rate Personnel Files.         | Dispose 1 year after separation. |
| 8. | Non-U.S.-Citizens Personnel Files. | Dispose 1 year after separation. |

Vital Statistics

|                |                                                                    |                                                            |
|----------------|--------------------------------------------------------------------|------------------------------------------------------------|
| <del>9.</del>  | <del>Birth Registration Certificates. Filed chronologically.</del> | <del>Retain originals at Vital Statistics from 1904.</del> |
| <del>10.</del> | <del>Death Registration Certificates. Filed chronologically.</del> | <del>Retain originals at Vital Statistics from 1904.</del> |

| <u>Item</u>       | <u>Description of Records</u>                                                                                                                                                                                                                                                                                                                                                                                       | <u>Disposal Period</u>                                                                        |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <u>Sanitation</u> |                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                               |
| 11.               | Sanitary Engineering and Sanitation Program duplicate administration files.                                                                                                                                                                                                                                                                                                                                         | Retain in office 3 years, destroy when superseded or obsolete.                                |
| 12.               | Sanitary Report Files containing information on current sanitary conditions and other factors which influence health within the Canal Zone, such as the sanitary inspection of food and beverage dispensing facilities, inspection and maintenance of Malaria control and drainage projects, communicable disease incidence and control, DDT fogging operator, rodent control, insect control, and related matters. | Retain in office 2 years, destroy when superseded or obsolete.                                |
| 13.               | Follow-up on Yellow Fever virus and Aede Aegypti mosquito in area.                                                                                                                                                                                                                                                                                                                                                  | Dispose when obsolete.                                                                        |
| <u>Accounting</u> |                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                               |
| 14.               | Forms 8817-C and 8817-D - Out-patient Medical Service. Maintained alphabetically on a calendar year basis.                                                                                                                                                                                                                                                                                                          | Microfilmed immediately. Destroy forms 3 months after filming. Destroy film when 3 years old. |
| 15.               | Form 8721 - Daily Report of Services Performed (Originals). Maintained chronologically on a calendar year basis.                                                                                                                                                                                                                                                                                                    | Cut off at end of each calendar year, dispose after annual audit.                             |
| 16.               | Form 8418 - Clinical Record Brief (Copies). Maintained alphabetically on a calendar year basis.                                                                                                                                                                                                                                                                                                                     | Cut off at end of each calendar year, dispose 1 year after.                                   |
| 17.               | Form 8838 - Request for Services Other Than Laboratory and X-Ray (Copies). Maintained chronologically on a calendar year basis.                                                                                                                                                                                                                                                                                     | Cut off at end of each calendar year, dispose after annual audit.                             |
| 18.               | Form 8518 - Report of X-Ray Service Furnished (Copies). Maintained chronologically on a calendar year basis.                                                                                                                                                                                                                                                                                                        | Cut off at end of each calendar year, dispose after annual audit.                             |
| 19.               | Form 5128 - Cash Receipt Book (Copies). Maintained chronologically on a calendar year basis.                                                                                                                                                                                                                                                                                                                        | Cut off at end of each calendar year, dispose 2 years thereafter.                             |

| <u>Item</u>            | <u>Description of Records</u>                                                                                      | <u>Disposal Period</u>                                                                                                                                                                                                                                                     |
|------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Accounting</u>      |                                                                                                                    |                                                                                                                                                                                                                                                                            |
| 20.                    | Form 5108 - Statement of Collecting Agents Accounts (Copies). Maintained chronologically on a calendar year basis. | Cut off at end of each calendar year, dispose 4 years thereafter.                                                                                                                                                                                                          |
| 21.                    | Ambulance Report - Daily Log of Operations (Originals). Maintained chronologically on a calendar year basis.       | Cut off at end of each calendar year, dispose 1 year thereafter.                                                                                                                                                                                                           |
| 22.                    | Pharmacy Cash Register Tapes. Maintained chronologically by calendar year.                                         | Cut off at end of each calendar year, dispose 3 years thereafter.                                                                                                                                                                                                          |
| <u>Medical Records</u> |                                                                                                                    |                                                                                                                                                                                                                                                                            |
| 23.                    | Admission Log Book and Discharge Register.                                                                         | Dispose after 10 years.                                                                                                                                                                                                                                                    |
| <del>24.</del>         | <del>Case Death Histories. Maintained alphabetically by name of person.</del>                                      | <del>Set up a new series each year. Close file at the end of year and transfer to Agency Records Center 3 years thereafter. Permanent.</del>                                                                                                                               |
| <del>25.</del>         | <del>Classification of Diseases. Maintained by disease code number. Information continued on IBM listing.</del>    | <del>These records are necessary adjunct to the medical coding activities of the hospital and are to remain intact at their present location. Permanent.</del>                                                                                                             |
| 26.                    | In-patient Index Cards. Maintained alphabetically by name of patient.                                              | The old cards relating to current cases are brought forward when individual is treated. Start a new series after 10 years and transfer old series to Agency Records Center. Dispose 25 years after patient's last discharge from hospital, except numbers prior to 1/1/16. |

| <u>Item</u> | <u>Description of Records</u>                                                                                                   | <u>Disposal Period</u>                                                                                                                                                                                                 |
|-------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | <u>Medical Records</u>                                                                                                          |                                                                                                                                                                                                                        |
| 27.         | In-patient Medical Charts. Maintained numerically by patient number.                                                            | Dispose 25 years after patient's discharge from hospital, except retain files prior to 1/1/16. Transfer to Agency Records Center annually, after retaining 5 years, after date of last admission.                      |
| 28.         | Out-patient Medical Charts. Maintained alphabetically by patient name.                                                          | Set up new file series each year and bring forward from previous years files related to an individual when that individual is treated. Dispose <del>5</del> <sup>25</sup> years after date of last papers in the file. |
|             | <u>NOTE:</u> Out-patient Medical Records for Canal Zone Mental Health Center.                                                   | Dispose 50 years after date of last papers in the file.                                                                                                                                                                |
| 29.         | Electrocardiograph Reports (Originals). Maintained numerically by patient number.                                               | Set up a new series each year. Close file at end of year. Dispose 5 years after date of last papers in the file.                                                                                                       |
| 30.         | Weekly Reports of Injury Cases - Hospital In-patient Services (Copies). Maintained chronologically on a calendar year basis.    | Cut off at end of each calendar year, dispose 2 years thereafter.                                                                                                                                                      |
| 31.         | Consultation Sheet - Ship Calls, Doctor Calls and Emergency Room Use. Duplicates maintained chronologically on a monthly basis. | Cut off at end of each month, dispose 6 months thereafter.                                                                                                                                                             |
| 32.         | Exposed X-Ray Film Case Files. Maintained numerically by X-Ray number.                                                          | Retain 5 years after date of last X-Ray, and transfer to Agency Records Center at 1 year intervals. Destroy 8 years after date of last X-Ray.                                                                          |

| <u>Item</u>                            | <u>Description of Records</u>                                                                                                       | <u>Disposal Period</u>                                                                                                                                                                    |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Medical Records</u>                 |                                                                                                                                     |                                                                                                                                                                                           |
| 33.                                    | Standard Form 8519-A - Radiographic Report. Maintained numerically by X-Ray number.                                                 | Retain 5 years after date of last X-Ray, and transfer to Agency Records Center concurrently with the X-Ray files to which they relate. Destroy 8 years after date of last X-Ray.          |
| 34.                                    | Radiotherapy Records.                                                                                                               | Dispose 25 years after date of last papers in the file.                                                                                                                                   |
| 35.                                    | Veteran's Case Files - Folders filed alphabetically by name.                                                                        | Dispose 6 years after date of last papers in each folder. Set up new file each year and bring forward from previous years files related to an individual when that individual is treated. |
| 36.                                    | Prescriptions.                                                                                                                      | Destroy after 2 years.                                                                                                                                                                    |
| <u>Hospital Supply and Procurement</u> |                                                                                                                                     |                                                                                                                                                                                           |
| 37.                                    | Purchase Requisition Files for Supplies and Equipment (Non-record Copies). Maintained numerically by Requisition number. Form 1821. | Dispose of Supply purchases inactive records after 3 years and purchase of Equipment inactive files after 5 years.                                                                        |
| 38.                                    | Division Purchase Order. Maintained numerically by LPA number. Form 3163.                                                           | Transfer files from new series to an inactive series and dispose 6 years after final payment.                                                                                             |
| 39.                                    | Canal Zone Awards - Form 6053.                                                                                                      | Dispose after 3 years.                                                                                                                                                                    |
| <u>Public Health</u>                   |                                                                                                                                     |                                                                                                                                                                                           |
| 40.                                    | Reports of Communicable Diseases such as Tuberculosis, Malaria, and Venereal Disease.                                               | Disposal not authorized by this schedule.                                                                                                                                                 |



| <u>Item</u>                | <u>Description of Records</u>                                                                                                                                                                                                                                                                                                                                                                                         | <u>Disposal Period</u>                                                                                                                                                   |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Veterinary Medicine</u> |                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                          |
| 41.                        | Correspondence relating to the general administration of veterinary activities, including inspection of veterinary activities and inspection procedures followed.                                                                                                                                                                                                                                                     | Start a new file series every 5 years, retain in office additional 5 years, then transfer to Agency Records Center. Destroy after 10 years when cancelled or superseded. |
| 42.                        | Veterinary Service Files comprising copies of lists reflecting approved sources of foods of animal origin, reports of veterinary food examinations, pathological reports, and correspondence relating to the impounding of animals, diseases of cattle, importation of meats, animal quarantine, condemnation of food, animal pounds, hides and animal products, inspection of dairies, abattoirs, and related items. | Active one year, retired 3 years, destroy after a total of 7 years.                                                                                                      |
| 43.                        | Dog or cat combined registration and rabies vaccination certificate. <u>NOTE</u> : The registrations are valid for one year; the vaccination certificates for 3 years or 1 year, depending upon the type of vaccine used.                                                                                                                                                                                             | Dispose 3 years after calendar year in which registration was issued.                                                                                                    |
| 44.                        | Animal Hospital Charts.                                                                                                                                                                                                                                                                                                                                                                                               | Dispose 7 years after last papers entered in chart. Chart kept active 3 years, retired 4 years, and destroyed 7 years after last papers entered in file.                 |

GORGAS HOSPITALDirector's Office

|     |                                                                                                                                                                                                                            |                                                                                                                                                                    |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 45. | General files consisting of correspondence, reports, studies, surveys, and related materials concerning the administration of hospital as well as nonrecord copies of material on hospital policies, plans and precedents. | <del>Start a new file every 5 years, retain in office additional 5 years, then transfer to Agency Records Center.</del> Pending transfer to Department of Defense. |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| <u>Item</u>    | <u>Description of Records</u>                                                                                                                                                                | <u>Disposal Period</u>                                                                                                                                                                    |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <u>GORGAS HOSPITAL</u>                                                                                                                                                                       |                                                                                                                                                                                           |
|                | <u>Director's Office</u>                                                                                                                                                                     |                                                                                                                                                                                           |
| 46.            | Intern and Residency Programs.                                                                                                                                                               | Dispose every year.                                                                                                                                                                       |
|                | <u>Director Nursing Service</u>                                                                                                                                                              |                                                                                                                                                                                           |
| <del>47.</del> | <del>Correspondence, reports, and related materials relating to the Nursing Resources Program.</del>                                                                                         | <del>Start a new file every 5 years, retain in office additional 5 years, then transfer to Agency Records Center.</del>                                                                   |
|                | <u>Patient Administration Services</u>                                                                                                                                                       |                                                                                                                                                                                           |
| 48.            | Veteran's Case Files - Folders filed alphabetically by name.                                                                                                                                 | Dispose 6 years after date of last papers in each folder. Set up new file each year and bring forward from previous years files related to an individual when that individual is treated. |
| 49.            | Birth Certificates (Copies). Filed at Patient Administration Services Office for reference purposes.                                                                                         | Retain in office for 5 years, then send to Agency Records Center. Disposal not authorized by this schedule.                                                                               |
| 50.            | Canal Zone Death Certificates (Copies) and Death Certificates of deaths occurred aboard, brought to Gorgas Hospital. Filed at Patient Administration Services Office for reference purposes. | Retain in office for 5 years, then send to Agency Records Center. Disposal not authorized by this schedule.                                                                               |
|                | <u>Medical Records</u>                                                                                                                                                                       |                                                                                                                                                                                           |
| 51.            | Admission Log Book and Discharge Register.                                                                                                                                                   | Dispose after 10 years.                                                                                                                                                                   |
| 52.            | Case Death Histories. Maintained alphabetically by name of person.                                                                                                                           | Set up a new series each year. Close file at the end of year and transfer to Agency Records Center 3 years thereafter. Disposal not authorized by this schedule.                          |

| <u>Item</u>            | <u>Description of Records</u>                                                                        | <u>Disposal Period</u>                                                                                                                                                                                                                                                     |
|------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>GORGAS HOSPITAL</u> |                                                                                                      |                                                                                                                                                                                                                                                                            |
| <u>Medical Records</u> |                                                                                                      |                                                                                                                                                                                                                                                                            |
| 53.                    | Classification of Diseases. Maintained by disease code number. Information continued on IBM listing. | These records are necessary, and adjunct to the medical coding activities of the hospital and are to remain intact at their present location. Disposal not authorized by this schedule.                                                                                    |
| 54.                    | In-patient Index Cards. Maintained alphabetically by name of patient.                                | The old cards relating to current cases are brought forward when individual is treated. Start a new series after 10 years and transfer old series to Agency Records Center. Dispose 25 years after patient's last discharge from hospital, except numbers prior to 1/1/16. |
| 55.                    | In-patient Medical Charts. Maintained numerically by patient number.                                 | Dispose 25 years after patient's discharge from hospital, except retain files prior to 1/1/16. Transfer to Agency Records Center annually after retaining 5 years, after date of last admission.                                                                           |
| 56.                    | Out-patient Medical Charts. Maintained alphabetically by patient name.                               | Set up new file series each year and bring forward from previous years files related to an individual when that individual is treated. Dispose 6 years after date of last papers in the file.                                                                              |
| 57.                    | Operating Room Log. Two years in Operating Room, transfer to Medical Library.                        | Disposal not authorized by this schedule.                                                                                                                                                                                                                                  |

| <u>Item</u>            | <u>Description of Records</u>                                                                                                   | <u>Disposal Period</u>                                                                                                                                                           |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>GORGAS HOSPITAL</u> |                                                                                                                                 |                                                                                                                                                                                  |
| <u>Medical Records</u> |                                                                                                                                 |                                                                                                                                                                                  |
| 58.                    | Operation Reports. Two years in Operating Room, transfer to Medical Library.                                                    | Disposal not authorized by this schedule.                                                                                                                                        |
| 59.                    | Autopsy Reports from the Laboratory. Keep in Laboratory for 10 years. Transfer to Medical Library.                              | Disposal not authorized by this schedule.                                                                                                                                        |
| 60.                    | Electrocardiograph Reports (Originals). Maintained numerically by patient number.                                               | Set up a new series each year. Close file at end of year. Dispose 5 years after date of last papers in the file.                                                                 |
| 61.                    | Audiology Exams (Employees of the U. S. Government) plus Instrument Calibration.                                                | Retain 3 years in Clinic, transfer to Agency Records Center. Destroy after 25 years.                                                                                             |
| 62.                    | Weekly Reports of Injury Cases - Hospital In-patient Services (Copies). Maintained chronologically on a calendar year basis.    | Cut off at end of each calendar year, dispose 2 years thereafter.                                                                                                                |
| 63.                    | Consultation Sheet - Ship Calls, Doctor Calls and Emergency Room Use. Duplicates maintained chronologically on a monthly basis. | Cut off at end of each year, dispose 6 months thereafter.                                                                                                                        |
| 64.                    | Exposed X-Ray Film Case Files. Maintained numerically by X-Ray number.                                                          | Retain 5 years after date of last X-Ray, and transfer to Agency Records Center at 1 year intervals. Destroy 8 years after date of last X-Ray.                                    |
| 65.                    | Standard Form 8519-A - Radiographic Report. Maintained numerically by X-Ray number.                                             | Retain 5 years after date of last X-Ray, and transfer to Agency Records Center concurrently with the X-Ray files to which they relate. Destroy 8 years after date of last X-Ray. |

| <u>Item</u>                   | <u>Description of Records</u>                                                                                                       | <u>Disposal Period</u>                                                                                             |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <u>GORGAS HOSPITAL</u>        |                                                                                                                                     |                                                                                                                    |
| <u>Medical Records</u>        |                                                                                                                                     |                                                                                                                    |
| 66.                           | Radiotherapy Records.                                                                                                               | Dispose 25 years after date of last papers in the file.                                                            |
| 67.                           | Birth Logs.                                                                                                                         | Retain 2 years in Clinic. Disposal not authorized by this schedule.                                                |
| 68.                           | Delivery Room Logs.                                                                                                                 | Retain in Delivery Room for 2 years. Disposal not authorized by this schedule.                                     |
| 69.                           | Prescriptions.                                                                                                                      | Destroy after 2 years.                                                                                             |
| <u>Supply and Procurement</u> |                                                                                                                                     |                                                                                                                    |
| 70.                           | Purchase Requisition Files for Supplies and Equipment (Non-record Copies). Maintained numerically by Requisition number. Form 1821. | Dispose of Supply purchases inactive records after 3 years and purchase of Equipment inactive files after 5 years. |
| 71.                           | Division Purchase Orders. Maintained numerically by LPA number. Form 3163.                                                          | Transfer files from new series to an inactive series and dispose 6 years after final payment.                      |
| 72.                           | Canal Zone Awards. Form 6053.                                                                                                       | Dispose after 3 years.                                                                                             |
| <u>Accounting Records</u>     |                                                                                                                                     |                                                                                                                    |
| 73.                           | Forms 8817-C and 8817-D - Out-patient Medical Service. Maintained alphabetically on a calendar year basis. Originals.               | Microfilmed immediately. Destroy forms 3 months after filming. Destroy film when 3 years old.                      |
| 74.                           | Form 8487 - Admitting Billing Information (Originals). Maintained alphabetically on a calendar year basis.                          | Cut off at end of each calendar year, dispose 3 years thereafter.                                                  |

| <u>Item</u>               | <u>Description of Records</u>                                                                                          | <u>Disposal Period</u>                                                     |
|---------------------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <u>GORGAS HOSPITAL</u>    |                                                                                                                        |                                                                            |
| <u>Accounting Records</u> |                                                                                                                        |                                                                            |
| 75.                       | Form 8418 - Clinical Record Brief (Copies).<br>Maintained by date of admission.                                        | Cut off at end of each calendar year, dispose after annual audit.          |
| 76.                       | Hospital In-patient Billing Forms (Copies).<br>Maintained chronologically on a calendar year basis.                    | Cut off at end of each calendar year, dispose after annual audit.          |
| 77.                       | Form 5128 - Cash Receipt Book (Copies).<br>Maintained chronologically on a calendar year basis.                        | Cut off at end of each calendar year, dispose 2 years thereafter.          |
| 78.                       | Form 5108 - Statement of Collecting Agents Accounts (Copies). Maintained chronologically on a calendar year basis.     | Cut off at end of each calendar year, dispose 4 years thereafter.          |
| 79.                       | Pharmacy Cash Register Tapes. Maintained chronologically on a calendar year basis.                                     | Cut off at end of each calendar year, dispose 3 years thereafter.          |
| <u>Admitting Office</u>   |                                                                                                                        |                                                                            |
| 80.                       | Form 8418 - Clinical Record Brief (Copies).<br>Maintained alphabetically on a calendar year basis.                     | Cut off at end of each calendar year, dispose 3 years thereafter.          |
| 81.                       | Admitting Ambulance Report - Daily Log of Operations (Originals). Maintained chronologically on a calendar year basis. | Cut off at end of each calendar year, dispose 2 years thereafter.          |
| 82.                       | <i>HL Patient Personal Property Receipts and Envelopes</i>                                                             | <i>Retain 2 years after year in which valuables are returned to owner.</i> |