

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-231-00-1</i>	DATE RECEIVED <i>3.1.2000</i>
1 FROM (Agency or establishment) Armed Forces Retirement Home		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION		In accordance with the provision of 44 U S C U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10,	
3 MINOR SUBDIVISION		DATE <i>6-14-00</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
4 NAME OF PERSON WITH WHOM TO CONFER DORIS D MONTGOMERY	5 TELEPHONE 202-722-3230	6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed on the attached <u>1</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, [x] is not required, [] is attached, or [] has been requested	
DATE February 17, 2000	SIGNATURE OF AGENCY REPRESENTATIVE DAVID F LACY <i>[Signature]</i>	TITLE Chair/CEO	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The attached schedule applies to specified records of the Armed Forces Retirement Home, including the United States Soldiers' and Airmen's Home and the United States Naval Home <i>Agency, Numa, NR</i>		

1. Resident's Individual Health Care Records Forms, reports, and other records relating to the medical, dental, and optical treatment of individual residents Included are x-rays and laboratory findings

a Recordkeeping Copy

Item

- (1) Records relating to deceased residents

1

Put in inactive files when death occurs Cut off inactive files at end of FY Destroy 10 years after cutoff

- (2) Records relating to discharged residents

2

Put in inactive files when discharge occurs Cut off inactive files at end of FY Destroy 10 years after cutoff

b. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule Also included are electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- (1) Copies that have no further administrative value after the recordkeeping copy is made Included are copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

3

Delete within 180 days after the recordkeeping copy has been produced

- (2) Copies used for updating, revision, or dissemination that are maintained in addition to the recordkeeping copy

4

Delete when updating, revision, or dissemination is completed