

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER N1-AW-00-2	DATE RECEIVED 12-7-99
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command		In accordance with the provisions of 44 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Records Management Program Division		DATE 10-1-01	
4. NAME OF PERSON WITH WHOM TO CONFER Kandy Light	5. TELEPHONE (703)806-3556	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	

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 for disposal on the attached \_\_\_ 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,

is not required;  is attached; or  has been requested.

DATE 30 OCT 97	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> HOWARD N. GREENHALGH	TITLE Chief, Records Management Program Division
-------------------	--	---

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>BACKGROUND: Fitzsimons Army Medical Center (FAMC) is closing in 1999. FAMC stopped hospital operations in April 97 and is currently providing only Troop Medical Clinic services. FAMC had an on-line electronic medical records system known as the Fitzsimons Hospital Information System (FITZ-HIS). FAMC has downloaded the medical records on FITZ-HIS to microfiche and indexed the records by sponsor name (last, first, MI) and SSAN, then individual name (last, first, MI). Records may be retrieved by individual name. These records are currently scheduled under MARKS file numbers 40-66f, g, j, k, and p; NARA authorities NN-165-171 and N1-330-88-5. Approved disposition is 50 years. Two complete sets with indexes will be provided to NPRC for both the civilian and military branches. These records document medical treatment that may not be found in the individual's paper medical record and are essential to preserving the rights and interests of the individual and the Government. FAMC points of contact are: Caroline Williams, FAMC Records Manager (303)361-8935 or 4876 and Jim Powell, FAMC IMO, (303)361-4915.</p> <p>File Number: 40-66qq Privacy Act: A0040-66bDASG Title: Fitzsimons Hospital Information System (FITZ-HIS) <b>MASTERFILE</b> Description: Military and Civilian In- and Out-patient treatment records <del>contained on FITZ-HIS microfiche</del> including admission reason, laboratory reports (to include anatomic pathology reports), pharmacy prescriptions, radiology reports, dietary consults, physical therapy visits, occupational therapy visits, mental health visits, blood bank, discharge disposition, and clinic visits. Disposition: <del>50 years</del> <b>Destroy immediately on approval of this schedule.</b></p>		<p><i>Amey concurrence with revisions &amp; additions to this schedule. Legendover 5-31-01 e-mail</i></p>

*cc: Agency, nwmw*

Items 2 through 5 provide a one-time disposition authority for associated FITZ-HIS records stored at the National Personnel Records Center (NPRC) in St. Louis, MO. These records are allocated to RG 338, Records of U.S. Army Command, 1942-present.

**2. Fitzsimons Hospital Information System (FITZ-HIS) Military Patient Treatment Records Files (Active Duty and Retired), 1986-1996. Microfiche (FITZ-HIS Outputs).**

**Accession number 338-00-0098**

**53 cubic feet**

**Arranged alphabetically by surname.**

FITZ-HIS military (active duty and retired) in- and out-patient medical treatment records contained on computer output microfiche (COM) including admission reason, laboratory reports (to include anatomic pathology reports), pharmacy prescriptions, radiology reports, dietary consults, physical therapy visits, occupational therapy visits, mental health visits, blood bank, discharge disposition, and clinic visits.

**Disposition: Temporary. Destroy 50 years after date of latest record.**

**Justification:** These records document medical treatment that may not be found in the individual's paper medical record maintained under MARKS FN: 40-66f, Military inpatient treatment records (NN-165-171); FN: 40-66j, Military outpatient records (NN-165-171), and FN: 40-66p, Army Reserve and ROTC outpatient records (NN-165-171), each with a previously approved 50-year disposition.

**3. Fitzsimons Hospital Information System (FITZ-HIS) Index to Military Patient Treatment Records Microfiche, 1986-1996.**

Electronic index to FITZ-HIS military medical treatment records microfiche under Item 2. Data includes patient name, social security number and corresponding shipping box number.

**Disposition: Temporary. Destroy when superseded or obsolete.**

**Justification:** Index serves as finding aid to locating individual patient records contained in FITZ-HIS microfiche collection under Item 2. Flexible disposition allows for update or revision of index data or format to facilitate current and future reference and access needs.

4. **Fitzsimons Hospital Information System (FITZ-HIS) Civilian Patient Treatment Records Files (Military Dependents), 1986-1996. Microfiche (FITZ-HIS Outputs). Accession number 338-00-0117**

**76 cubic feet**

**Arranged alphabetically by surname.**

FITZ-HIS civilian (military dependents) in- and out-patient medical treatment records contained on computer output microfiche (COM) including admission reason, laboratory reports (to include anatomic pathology reports), pharmacy prescriptions, radiology reports, dietary consults, physical therapy visits, occupational therapy visits, mental health visits, blood bank, discharge disposition, and clinic visits.

**Disposition: Temporary. Destroy 50 years after date of latest record.**

**Justification:** These records document medical treatment that may not be found in the individual's paper medical record maintained under MARKS FN: 40-66g, Civilian inpatient treatment records (N1-330-88-5) and FN: 40-66k, Civilian outpatient records (N1-330-88-5) each with a previously approved 50-year disposition.

5. **Fitzsimons Hospital Information System (FITZ-HIS) Index to Civilian Patient (Military Dependents) Treatment Records Microfiche, 1986-1996.**

Electronic index to FITZ-HIS civilian medical treatment records microfiche under Item 4. Data includes patient name, social security number and corresponding shipping box number.

**Disposition: Temporary. Destroy when superceded or obsolete.**

**Justification:** Index serves as finding aid to locating individual patient records contained in FITZ-HIS microfiche collection under Item 4. Flexible disposition allows for update or revision of index data or format to facilitate current and future reference and access needs.