

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-330-01-2</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5-1-2001</i>	
1. FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Military Services Offices of Surgeons General			
3. MINOR SUBDIVISION All Military Medical Treatment Facilities			
4. NAME OF PERSON WITH WHOM TO CONFER Martha Hamed	5. TELEPHONE NUMBER (703) 696-8710	DATE <i>1-30-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 <u><i>28</i></u> page(s) are not needed now for the business for 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,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>21 Apr 01</i>	SIGNATURE OF AGENCY REPRESENTATIVE Norma J. St. Claire <i>Norma St. Claire</i>		TITLE Director, Joint Requirements & Integration Office
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Consolidated medical records schedule; see attached  Army point of contact for medical records is the Office of the Army Surgeon General  Navy point of contact for medical records is the Bureau of Medicine & Surgery  Air Force point of contact for medical records is AFMOA/SGOI		
<i>Agency, NWMW, NR</i>			

## #8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Privacy Act System Notices A0040-66b DASG and A0040-5 DASG (Army); N06150-2- (Navy) and FO44 AF SG - C,D,E,S and FO44 USAFA B (Air Force). Each Service has its own identifier associated with its record type. Army's records are identified by FN (e.g., FN: 40-66a and 40-66b), Navy's by SSIC (e.g., SSIC 6150-1), and Air Force as Table and Rule (e.g., Table 41-12, Rule 1). NOTE: X-rays scheduled for destruction should be evaluated for possible precious metal reclamation.

1. Active Duty/Reserve/National Guard (eligible for VA benefits) Military Health and Dental Records, and Positive Military Occupational X-ray Films (This series incorporates Service Schedules, Army FN -, 40-66a, 40-66b, 40-66j, 40-66s, 40-66cc, 40-66ii; Navy SSIC 6150-1, 6010-2g1; Air Force Table 41-12, Rules 1, 1.01, 7, 7.01, 7.02, 9.01, Table 44-3, Rules 9, 9.01 and 13, Table 47-1, Rules 1, 2, and 2.0.1).

**Description:** Health/Dental Record folders and Positive Military Occupational X-ray Films of active duty Army, Air Force, Navy, Marine Corps and Coast Guard military personnel. Information also reflects treatment or observation of Navy/AF ROTC personnel at summer camp training and Navy/AF Reserve Personnel outpatient treatment; cadet health records; dental records; and, patient care administrative/medical board records. Field Medical Cards are to be included in the health outpatient record if patient is not admitted to a medical treatment facility. Includes Army Reserve and Army National Guard members. with active duty periods meeting VA benefits criteria.

**Disposition:** Cut off and transfer records upon date of retirement, discharge, or separation to separation processing point where one of the following actions is taken:

- a. Personnel Eligible for VA Benefits (All personnel except those defined in b. below.)
  1. If the service member initiates a Veterans Affairs (VA) claim at retirement, discharge, or separation, forward health record to the Department of Veterans Affairs regional office of jurisdiction. Destroy health records filed in a VA claims record in accordance with approved VA records control schedule or 75 years after end of calendar year of separation whichever is later.
  2. Others send by mail to VA Records Management Center, P.O. Box 5020, St. Louis, Missouri 63115 or by commercial vendors to VA Records Management Center, 4300 Goodfellow Blvd., Bldg. 104, St. Louis, Missouri 63120. Destroy non-VA claims related health records 75 years after end of calendar year of separation. Destroy health records filed in a VA claims record in accordance with approved VA records control schedule or 75 years after end of calendar year of separation whichever is later.
  3. Oversized positive x-rays that will not fit in the Military health folder may be microfiched and put in an envelope in the Military health folder or retained by the MTF. If retained, the MTF should put a note in the Military health folder explaining how to obtain the x-ray.

- b. Personnel not eligible for VA Benefits. [Separation from U.S. Army Reserves (Troop Program Unit or Individual Ready Reserves.)]

Withdrawn  
By OSD  
8/13/01

1. Forward to/retain at the U.S. Army Reserve Personnel Center (AR-PERSCOM), 1 Reserve Way, St. Louis, MO 63132-5200 for disposition processing subject to 75 year retention.

2. Oversize positive x-rays that will not fit in the Military health folder may be micro-fiched and put in the envelope in the Military health folder or retained by the MTF. If retained, the MTF should put a note in the Military health folder explaining how to obtain the x-ray.

Withdrawn  
By OSD  
8/13/01

2. Outpatient Records of Retired/Family Members/NATO/Non-NATO Foreign National/Army ROTC, Army Reserve, Army National Guard on training of less than 30 days /Others (This series incorporates Service Schedules Army FN 40-66j, 40-66k, 40-66m, 40-66p, 40-66q Navy SSIC 6150-3a, 6150-3b, and 6150-3d; Air Force Table 41-12 Rules 2, 4, 5, 5.01, 8, 8.01 and 9).

**Description:** Information reflecting outpatient treatment of retired members, family members, NATO, foreign non-NATO, and others not included in other record series. Also included are records of outpatient treatment or observation of Army ROTC personnel at summer camp training, Army Reserve, and Army National Guard personnel on active duty or active duty for annual training of less than 30 days.

**Disposition:**

a. Retire outpatient records of Retired/Family Members/Non-NATO Foreign National/Army ROTC, Army Reserve, Army National Guard on training of less than 30 days/Others to NPRC using the Medical Records Tracking function of the Composite Health Care System (CHCS). Do not prepare a SF 135, Records Transmittal and Receipt for this series of records. Army and Navy facilities retire records to NPRC (MPR) National Personnel Record Center, 9700 Page Blvd., St. Louis, MO 63132; and Air Force facilities retire records to NPRC (CPR) National Personnel Record Center, 111 Winnebago Street, St. Louis, MO 63118.

Cut off and transfer to NPRC 2 years after the end of the calendar year of the last date of treatment. Exception: Records of all members of a family should be retired at the same time, 2 years after the calendar year of last treatment of all eligible family members. Retire record of ineligible family member at the end of the year in which they become ineligible. Destroy 50 years after the end of the calendar year of the last date of treatment.

~~b. Deliver records of NATO Personnel and their dependents in a sealed envelope to the individual concerned on transfer to another U.S. military base or upon return of personnel to NATO countries, records are transferred to national military medical authority.~~

NARA  
Approval  
Not  
Required

3. Civilian Employee Medical Folder (EMF) and Positive Occupational X-ray Films (This series incorporates Service Schedules Army FN 40-5h, 40-66cc; Navy SSIC 6150-4a, 6150-4b; 6470-3b Air Force Table 41-12 Rule 3, Table 44-3 Rules 9, 9.01 and 13).

**Description:** Information reflecting outpatient medical treatment and positive occupational x-rays pertaining to individual civilian employees.

**Disposition:** These EMF records and positive occupational x-ray films are Office of Personnel Management (OPM) records and controlled under the General Records Schedule (GRS) 1, Item 21, and 5 CFR Part 293, Subpart E, Employee Medical File System Records.

- a. Forward EMF and positive occupational x-rays of reassigned individual to the designated medical treatment facility or appropriate regional agency servicing personnel office of the gaining activity. Within the Department of Defense, the Civilian Personnel Regional Service Centers have different names. They are called Civilian Personnel Operations Centers (CPOC) in the Army, Human Resource Service Centers (HRSC) in the Navy, and the Personnel Center in Air Force.
  - b. Transfer EMF and positive occupational x-rays of separated or retired individuals to the appropriate personnel office for forwarding to the NPRC (CPR) National Personnel Record Center, 111 Winnebago Street, St. Louis, MO 63118 with the Official Personnel Folder (OPF).
  - c. Oversized x-rays that will not fit in the EMF may be microfiched and put in an envelope in the EMF or retained by the MTF. If retained, the MTF should put a note in the EMF explaining how to obtain the x-ray.
4. Inpatient, Extended Ambulatory Records, and Fetal Monitoring Strips (This series incorporates Service Schedules Army FN 40-66s, Field Medical Cards, FN 40-66f, 40-66g; Navy SSIC 6150-2a, 6150-2b, 6150-7a, b, and g; Air Force Table 41-11, Rules 1, 2, 3, 4, 8, 8.01, 8.02, 11, 12, 13, 14, 15, 19, 21, and 21.01,). *Army FN 40-66e, Foreign national inpatient treatment records (except NATO personnel and their dependents).*

GRS  
ITEMS;  
NARA  
Approval  
NOT  
Required

Included  
Per Washburn  
RO's instruction  
5/8/03  
*[Signature]*

**Description:** Information on all categories of patients receiving inpatient treatment and extended ambulatory procedures. Retire inpatient records to NPRC using the Medical Records Tracking function of CHCS. Do not prepare a SF 135, Records Transmittal and Receipt for this series of records. Army and Navy facilities retire records to NPRC (MPR) National Personnel Record Center, 9700 Page Blvd., St. Louis, MO 63132; and Air Force facilities retire records to NPRC (CPR) National Personnel Record Center, 111 Winnebago Street, St. Louis, MO 63118.

**Disposition:** At the time of retirement all 3 records will be filed back to back in the following order: Inpatient Record, Fetal Monitoring Strips, EAR record.

- a. Teaching facilities: Cut off and transfer inpatient records to NPRC 5 years after the end of the calendar year of the last date of treatment. Destroy 50 years after the end of the calendar year of the last treatment.
- b. Military Treatment Facilities: Cut off and transfer inpatient records to NPRC 1 year after the end of the calendar year of the last date of treatment. Destroy 50 years after the end of the calendar year of the last treatment.
- c. Non-fixed medical facilities. Cut off and transfer completed inpatient records, EARs and fetal monitoring strips IAW Service directives, NLT 1 year after completion of records; or closure of MTF or rotation to another military department, whichever is first. This includes

staging at in theater holding areas, return to parent unit medical record department, or direct transfer to NPRC. Destroy 50 years after the end of the calendar year of the last treatment.

- ~~d. Deliver records of NATO Personnel and their dependents in a sealed envelope to the individual concerned on transfer to another U.S. military base or upon return of personnel to NATO countries, records are transferred to national military medical authority.~~

NARA  
Approval  
NOT Required

5. Retired Military/Family Members and Non-NATO Foreign National Dental Records (This series incorporates Service Schedules Army FN 40-66ii, FN 40-66jj; Navy SSIC 6150-5a, 6150-5b; Air Force Table 47-1, Rules 3, 4, 5 & 7).

**Description:** Information reflecting dental treatment provided to retired military and family members and Non-NATO Foreign Nationals. Included are dental health records and corresponding x-rays for each individual.

**Disposition:** Cut off and destroy 3 years after the end of the calendar year of last treatment.

6. Civilian Employee Dental Records (This series incorporates Service Schedules Army FN 40-66jj; Navy SSIC 6150-5c; Air Force Table 47-1, Rule 6).

**Description:** Information reflecting dental treatment provided civilian employees. Included are dental health records and corresponding x-rays for each individual.

**Disposition:** Cut off and destroy 3 years after the end of the calendar year of last treatment.

7. Military Academy Cadet/Midshipman Dental Records (This series incorporates Service Schedules Army FN 40-66ii; Air Force Table 47-1, Rule 9.01)

**Description:** Information reflecting dental treatment provided military academy cadets/midshipmen. Included are dental health records and corresponding x-rays for each individual.

**Disposition:**

- a. ~~Cadets/midshipmen who enter active duty will carry records to his or her next command.~~
- b. Cadets/midshipmen who do not enter active duty cut off and destroy records 5 years after separation.

NARA  
Approval  
NOT  
Required

8. Substance Abuse Records (This series incorporates Service Schedules Army FN 600-85d; Navy SIC 5353.1 and 5355.2; Air Force Table 41-12, Rule 12.02).

**Description:** Information relating to rehabilitation of participants in the Alcohol and Drug Abuse Prevention and Control Program. Included are results of biochemical urine analysis and other tests, individualized treatment plans, observations of patient's behavior, progress during treatment, documentation by physician and other clinical personnel, and discharge disposition.

**Disposition:** Cut off and destroy 5 years after the end of the calendar year the case is closed or when a minor child reaches 23 years old.

9. Mental Health Records (This series incorporates Service Schedules Army FN 40-216a, 40-216b, 40-216c, 40-216e, 40-216f; Navy SSIC 6320-8b1, 6320-8b2, 6320-8c; Air Force Table 41-12, Rules 10, 10.01, 11, 12, 12.01).

**Description:** Information related to conducting psychological evaluations of individuals, and other consultations relating to mental health services, including social work case records (information related to interviews of patients and appropriate individuals to assist in the adjustment of the patient and in the evaluation of personal and social data for diagnosis and treatment).

**Disposition:** Cut off and destroy 5 years after the end of the calendar year the case is closed or when a minor child reaches 23 years old.

10. Entrance and Separation X-ray Films (This series incorporates Service Schedules Army FN 40-66z; Navy SSIC 6470-1b, 6470-1d; Air Force Table 44-3, Rule 1, 2, 3, 4, and 6).

**Description:** Includes all x-ray film exposed during medical examinations of civilians who are inducted, enlisted, appointed, or commissioned in the active military service or in the Reserves and National Guard. Also included are x-ray film exposed during medical examinations of military personnel who reenlist or receive appointments as commissioned or warrant officers. Further, all x-ray film exposed during a release from active duty or separation medical examination.

**Disposition:** Retain x-rays, along with all additional films taken as a result of questionable anomalies that do not result in an applicant being rejected, no longer than 4 months after creation. Retire x-ray film to NPRC 111 Winnebago Street, St Louis, MO. 63118. VA is authorized custodian of records after transfer (VA schedule RCS VB-1, Part 1, Section XIII (13-061.100)). Destroy in accordance with current VA disposition instructions.

11. X-ray Films on Applicants Accepted by Military Academies and preparatory schools (This series incorporates Service Schedules Army FN 40-66v; Navy SSIC 6470-1c1; Air Force Table 44-3, Rules 5 and 7).

**Description:** X-ray film relating to applicants for the military academies and preparatory schools.

**Disposition:** Destroy 5 years after date of last film.

12. X-ray Films on Applicants and Registrants Rejected for Reasons of Pulmonary Tuberculosis. (This series incorporates Service Schedules Army FN 40-66hh; Navy SSIC 6470-1e1; Air Force Table 44-3, Rule 15).

**Description:** Chest x-ray film of applicants and registrants rejected for reason of pulmonary tuberculosis.

**Disposition:** Offer the film to the State health officer of the rejected person's home state. Transfer to State health office according to instructions from the State. Destroy film of rejected person immediately if not required by the state health officer of the rejected person's home state.

13. X-ray Films on Applicants and Registrants Rejected for Other Medical Reasons (This series incorporates Service Schedules Army FN 40-66aa, Navy SSIC 6470-1e2; Air Force Table 44-3, Rule 16).

**Description:** Chest x-ray film of applicants and registrants rejected for medical reasons other than pulmonary tuberculosis.

**Disposition:** Destroy after results have been entered on physical examination form.

14. X-ray Films on Applicants and Registrants Rejected for other than medical reasons (This series incorporates Service Schedules Army FN 40-66aa; Navy SSIC 6470-1c2; Air Force Table 44-3, Rule 17).

**Description:** X-ray film of applicants and registrants rejected for other than medical reasons.

**Disposition:** Destroy immediately.

15. Routine Employment X-ray Films (not related to occupational illness, injury, or accident) on Civilian Employees (This series incorporates Service Schedules Army FN 40-5h; Air Force Table 44-3, Rules 8, 12).

**Description:** X-rays (not related to occupational illness, injury, or accident) of civilian employees.

**Disposition:** Cut off and destroy 5 years after date of last film.

16. Diagnostic X-ray Films (This series incorporates Service Schedules Army FN 40-66bb/a and 40-66bb/b; Navy SSIC 6470-2a; Air Force Table 44-3, Rule 10).

**Description:** Includes x-ray and cardiac catheterization film exposed during diagnosis and treatment of patients at hospitals and dispensaries, and x-ray film exposed during periodic physical examinations, examinations for flight, promotion, or other special training. Not included are entrance or separation x-rays.

**Disposition:** Cut off and destroy x-rays 5 years after the end of the calendar year in which the last film was taken.

17. Negative Military Occupational Illness X-ray Films (This series incorporates Service Schedule Army FN 40-66cc; Navy SSIC 6470-2a; Air Force Table 44-3, Rules 9, 9.01 and 12).

**Description:** Negative Military Occupational Illness X-ray films taken for medical surveillance of personnel exposed to toxic substances or harmful physical agents in their work environment where no evidence of occupational illness has been found.

**Disposition:** Cut off and destroy 5 years after the end of the calendar year of the date of the last x-ray.

18. Mammograms/Breast Ultrasound (This series incorporates Service Schedules Army FN 40-66bb/c; Navy SSIC6470-2e; Air Force Table 44-3, Rule 14).

**Description:** X-rays and ultrasounds taken of breast tissue for purpose of detecting breast disease.

**Disposition:** Cut off and destroy 10 years after the end of the calendar year of the last film.

19. Radiation Oncology Films (This series incorporates Service Schedule Army FN 40-66bb/d; Navy SSIC6470-2a; Air Force Table 44-3, Rule 10).

**Description:** Radiation oncology films produced during radiation treatment.

**Disposition:** Cut off and destroy 15 years after the end of the calendar year in which the last medical treatment was given.

20. Radiation oncology/therapy records (This series incorporates Service Schedule Army FN 40-66nn/oo).

**Description:** Information reflecting outpatient or inpatient radiation oncology/therapy or observation pertaining to Army, Navy, Marine Corps, Air Force active and retired military personnel, Reserve, National Guard, midshipmen of the US Military Academies, active and retired uniformed personnel of the Coast Guard, Public Health Service, and Environmental Science services Administration, dependents of active and retired uniformed services personnel, employees of the Federal Government, personnel of the US Merchant Marine, civilians treated in an emergency and all other categories of personnel not referred to in Army FNs 40-66c through 40-66f. Included are all diagnostic information, historical data, physical examinations, pathological reports, radiation treatment plans, field diagrams, dosimetry, special and routine physics calculations and data, daily treatment and dose details, acute and late effects information, and related documents.

**Disposition:** Withdraw and retire to NPRC (MPR) National Personnel Record Center, 9700 Page Blvd., St. Louis, MO 63132 as follows:

- a. Active radiation oncology clinics/services: 15 years after the end of the year in which the last medical treatment was given. Destroy after 50 years.
- b. Closing radiation oncology clinics/services: At termination of radiation oncology services. Destroy after 50 years.

21. Family Advocacy Case Records (This series incorporates Service Schedules Army FN 608-18a; Navy SSIC 6320-3b; Air Force Table 41-12, Rules 13,14, 14.01 and 14.02).

**Description:** Documents relating to substantiated and unsubstantiated cases of child or spouse maltreatment under the provisions of the Family Advocacy Program. Included are Child/Spouse Abuse Incident Report, DD Form 2404 (Child/Spouse Abuse Report), Standard Form 600 (Chronological Record of Medical Care), case management summary, record of referral, extract of pertinent information from the police report, CID report, and other pertinent investigative reports and supportive data, evaluation of case, record of services and counseling provided, treatment data, and related documents.

**Disposition:**

- a. Substantiated Cases and Unsubstantiated-Unresolved Cases: Cut off and transfer to NPRC (MPR) National Personnel Record Center, 9700 Page Blvd., St. Louis, MO 63132, 2 years after the end of the calendar year in which the case review committee determination was made or treatment ends. Destroy as a family group 25 years after the end of the calendar year in which the case review committee determination was made or treatment ends. Note: Unsubstantiated-Unresolved Cases may be transferred to social work services or other mental health treatment or continued as a voluntary at-risk case, or they may be used in combination with other "Unsubstantiated-Unresolved" reports to create sufficient information for a "Substantiated" report.
  - b. Unsubstantiated/Did Not Occur: Cut off and destroy 2 years after the end of the calendar year in which the case review committee determination was made. During the period of retention, if there is a new report on the same family within days or weeks, the record may be used to provide demographic and assessment information about the family so that the family need not be totally reassessed.
22. Materials prepared using electronic media (e.g., word processing applications or e-mail) are to be printed and included in the official jackets. The electronic version is to be deleted when file copy is generated or when no longer needed for reference or updating