

Rev 26 OCT 78 14

REQUEST FOR RECORDS DISPOSAL AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	<b>NO1 90 79 2</b>
DATE RECEIVED	<b>OCT 27 1978</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>11-3-78</i> Date	<i>[Signature]</i> Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Health, Education, and Welfare

2. MAJOR SUBDIVISION  
Public Health Service

3. MINOR SUBDIVISION  
Health Services Administration

4. NAME OF PERSON WITH WHOM TO CONFER  
Barbara Miller

5. TEL EXT  
443-3780

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
10-25-78	<i>Barbara C Miller</i>	<i>HSR Paperwork Mgt. Officer</i>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
23.	<p><u>HOSPITALS AND CLINICS</u></p> <p>A. <u>CLINICAL RECORDS (INPATIENT AND OUTPATIENT)</u></p> <p><u>Medical Records Folder</u></p> <p>All medical records of patients admitted to any PHS and IHS hospital (including the lepro-sarium) and clinic either as an outpatient or inpatient on any service e.g. OB/GYN, medical, surgical, pediatrics, psychiatry, dental, etc. Files consist of, but not limited to physicians, nurses and allied health professionals' reports; graphs, and charts; results of laboratory, radiological, cardiology and special diagnostic procedures; operative, anesthesia and pathological reports; and all other reports related to the treatment or care of any patient.</p> <p>These records are to be retained in their original form at the hospital or clinic for a period of 5 years after date of last visit. If patient has not returned for examination or treatment in 5 years, the clinical records will be considered inactive.</p>	B-351 item 23	

115-107

*to Agency only 10-13-78 mjs*

Disposition: None Permanent

Transfer the complete medical records folder to the FRC 5 years after date of patient's last visit.

1. Destroy 50 years after date of last visit all medical records of active duty uniform service personnel (Army, Navy, Air Force, Marine Corps, Coast Guard, PHS, and National Oceanic and Atmospheric Administration).
2. Destroy non-uninformed patient records 25 years after date of last visit. Do not separate a patient's medical record i.e., inpatient from outpatient. Transfer the complete folder (at the same time) and make certain all reports, documents, etc. have been placed in the folder before retiring it. Do not send laboratory pathological materials, blood cultures, surgical slides, etc., only the reports pertaining thereto. Facilities wishing to retain original medical records on site for a longer period of time should request written permission from the Director, Division of Hospitals and Clinics.