

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-218-00-12	DATE RECEIVED 11-29-99
1. FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Joint Staff, Joint Secretariat		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Information Management Division, Rec Mgmt & Auto Spt Br.		DATE 9-3-02	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
4. NAME OF PERSON WITH WHOM TO CONFER Sterling S. Smith, Jr. Joint Staff Records Manager	5. TELEPHONE (703) 697-6906		
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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 22 Nov 1999	SIGNATURE OF AGENCY REPRESENTATIVE Sterling S. Smith, Jr. <i>[Signature]</i>	TITLE Chief, Records Mgmt & Automation Spt Br Records Administrator	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><u>RECORDS OF THE JOINT STAFF AND CINC HEADQUARTERS</u> This records disposition authority request covers the records of the Joint Staff and the combatant commanders - 1100 series, Medical Records. The attached will be incorporated into the comprehensive disposition schedule in the new Joint Staff and CINC Records Management Manual- Volume II- Disposition Schedule, CJCSM 5760.02. These disposition authorities will not be implemented until 1 January 2001.</p> <p><u>SERIES TITLE</u> 1100 Medical Records.</p> <p>RMAS/900/930/CINC/MASTER2/115-0000.FIL <i>cc Agency, NA, NWMD, NWMWA</i></p>		

1100 SERIES - MEDICAL

1101 GENERAL MEDICAL ADMINISTRATION

1101-01 Directives and guides relating to the administration of medical activities
Which are: maintained by any JS/combatant command activity

① *Destroy/delete when superseded or obsolete. Authority:*

1101-02 Correspondence and memorandums relating to the administration of medical activities
Which are: maintained by any JS/combatant command activity

② *Cut off annually. Destroy/delete when 3 years old. Authority:*

~~1101-03 Which are: maintained by any JS/combatant command activity for reference. (non-record)
Destroy/delete when no longer needed for reference.~~

1102 PREVENTIVE MEDICINE MATTERS

1102-01 Policies, procedures, and guidance relating to preventive medicine matters
Consisting of documents governing general health, immunization policy, anthrax tracking programs, biological and chemical defense

Which are: maintained by any JS/combatant command activity as the official record copy

③ *Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

1102-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to preventive medicine matters

Which are: maintained by any JS/combatant command activity as the official record copy

④ *Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

1102-03 Files relating to routine and administrative activities and events within preventive medicine matters

Which are: maintained by any JS/combatant command activity as the official record copy

⑤ *Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

~~1102-04 Which are: reference copies of all above items held by any activity. (non-record)
Delete/delete when superseded, obsolete, or no longer needed for reference~~

1103 MEDICAL LOGISTICS SUPPORT

1103-01 Policies, procedures, and guidance relating to medical logistics support
Documents include publications, directives and instructions governing medical logistics support

Which are: maintained by any JS/combatant command activity as the official record copy

⑥ *Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

1103-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to medical logistics support

Which are: maintained by any JS/combatant command activity as the official record copy

⑦ *Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:*

1103-03 Files relating to routine and administrative activities and events regarding medical logistics support

Which are: maintained by any JS/combatant command activity as the official record copy

⑧ *Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

~~1103-04 Which are: reference copies of all above items held by any activity. (non-record)~~

~~Delete/delete when superseded, obsolete, or no longer needed for reference~~

1104 MEDICAL DOCTRINE

1104-01 Policies, procedures, and guidance relating to medical doctrine

Documents include publications, directives and instructions governing the formulation of medical doctrine

Which are: maintained by any JS/combatant command activity as the official record copy

9 Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

1104-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to medical doctrine

Which are: maintained by any JS/combatant command activity as the official record copy

10 Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:

1104-03 Files relating to routine and administrative matters regarding medical doctrine

Which are: maintained by any JS/combatant command activity as the official record copy

11 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

~~1104-04 Which are: reference copies of all above items held by any activity. (non-record)~~

~~Delete/delete when superseded, obsolete, or no longer needed for reference~~

1105 MEDICAL STRATEGIC PLANS

1105-01 Records relating to the formulation of medical strategic plans

Consisting of: correspondence, reports, directives, briefings, studies, and other related documents relating to readiness, training, and wartime requirements

Which are: maintained by any JS/combatant command activity as the official record copy

12 Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

1105-02 Files relating to routine and administrative matters regarding medical strategic plans

Which are: maintained by any JS/combatant command activity as the official record copy

13 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

~~1105-03 Which are: reference copies of all above items held by any activity. (non-record)~~

~~Delete/delete when superseded, obsolete, or no longer needed for reference~~

1106 MEDICAL OPERATIONAL SUPPORT PLANNING

1106-01 Records relating to the formulation of medical operational support planning

Consisting of correspondence, reports, directives, briefings, studies, and other documents relating to the development of OPLANs and CONPLANs

Which are: maintained by any JS/combatant command activity as the official record copy

14 Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

1106-02 Files relating to routine and administrative matters regarding medical operational support planning

Which are: maintained by any JS/combatant command activity as the official record copy

15 Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

~~1106-03 Which are: reference copies of all above items held by any activity. (non-record)~~

~~Delete/delete when superseded, obsolete, or no longer needed for reference~~

1107 FORCE HEALTH PROTECTION (FHP)

1107-01 Records relating to the development of FHP Communication Plan including correspondence, reports, directives, briefings, studies, and other documents

Which are: maintained by any JS/combatant command activity as the official record copy

(16) Permanent. After revision, supersession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

1107-02 Files relating to routine and administrative matters regarding the FHP Communication Plan

Which are: maintained by any JS/combatant command activity as the official record copy

(17) Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

~~1107-03 Which are: reference copies of all above items held by any activity (non-record)~~

~~Delete/delete when superseded, obsolete, or no longer needed for reference~~

1108 AEROMEDICAL EVACUATION RECORDS

1108-01 Files relating to oversight of aeromedical evacuation including correspondence, staff papers, reports, and similar documents

Which are: maintained by any JS/combatant command activity as the official record copy

PERMANENT. Cut off annually, destroy/delete 10 years after cutoff unless needed longer for reference activities. Authority:

hold 5 years then transfer by CY block to inactive storage, when 25 years old, transfer to NARA after declassification review

1108-02 Files relating to operational activities and events involving aeromedical evacuation

Which are: maintained by any JS/combatant command activity as the official record copy

(19) Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

1108-03 Files relating to routine and administrative activities and events within aeromedical evacuation

Which are: maintained by any JS/combatant command activity as the official record copy

(20) Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

~~1108-04 Which are: reference copies of all above items held by any activity. (non-record)~~

~~Delete/delete when superseded, obsolete, or no longer needed for reference~~

1109 MEDICAL EXERCISES/OPERATIONS

1109-01 Policies, procedures, and guidance relating to medical exercises and operations e.g., MEDFLAG, JTF NOBLE ANVIL

Which are: maintained by any JS/combatant command activity as the official record copy

(21) Permanent. After revision, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

1109-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to medical exercises and operations

Which are: maintained by any JS/combatant command activity as the official record copy

(22) Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:

1109-03 Files relating to operational activities and events relating to medical exercises and operations

Which are: maintained by any JS/combatant command activity as the official record copy

(23) Cut off upon completion of final report, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

1109-04 Files relating to routine and administrative activities and events relating to medical exercises and operations

Which are: maintained by any JS/combatant command activity as the official record copy

(24) *Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

~~1109-05 Which are: reference copies of all above items held by any activity. (non-record)
Delete/delete when superseded, obsolete, or no longer needed for reference~~

1110 MEDICAL, STATISTICAL, AND RELATED REPORTS

1110-01 Medical, statistical, and related reports

Consisting of: special studies and reports that have substantive value

Which are: maintained by any JS/combatant command activity as the official record copy

(25) *Permanent. Cut off annually by CY, hold 5 years, then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:*

1110-02 Medical, statistical, and related reports

Consisting of: special studies and reports that have no substantive value

Which are: maintained by any JS/combatant command activity as the official record copy

(26) *Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:*

~~1110-03 Which are maintained by other activities for reference (nonrecord)~~

~~Destroy/delete when no longer needed.~~

1111 MILITARY PERSONNEL HEALTH RECORDS

~~1111-01 Active duty/reserve military personnel health records~~

~~Which are: held by JS/combatant command activities~~

~~Return to individual/service and apply appropriate service disposition schedule~~

1112 CIVILIAN EMPLOYEE MEDICAL RECORDS

~~1112-01 Civilian Employee Medical Records (EMF)~~

~~Information reflecting outpatient medical care and treatment furnished to individual civilian employees~~

~~Which are: maintained by any JS/combatant command activity as the official record copy~~

~~These EMF records are Office of Personnel Management records and controlled under the General Records Schedule (GRS) 1 item 21 a. Forward file of reassigned individual to medical treatment facility of record upon request. b. Transfer records of separated or retired individuals to servicing Civilian Personnel Office for retirement. c. The OPM is the authorized custodian of these records. Transfer and destroy these records in accordance with OPM instructions.~~

1113 FAMILY ADVOCACY CASE RECORDS

Documents relating to established or suspected cases of child or spouse maltreatment under the provisions of the Family Advocacy Program. Included are DD Form 2404 (Child/Spouse Abuse Incident 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

1113-01 Family advocacy case records: substantiated cases and unsubstantiated-unresolved cases

Which are: maintained by any JS/combatant command activity as the official record copy

(27) *Cut off and transfer to NPRC (MPR) National Personnel Records Center, 9700 Page Blvd., St. Louis, MO 63132, 2 years after end of CY in which case review committee determination was made or treatment ends. Destroy as a family group 25 years after end of CY in which 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.

1113-02 Family advocacy case records: unsubstantiated/did not occur

Which are: maintained by any JS/combatant command activity as the official record copy

Cut off and destroy 2 years after end of CY in which case review committee determination was made.

Note: 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 reassessed.

1114 SUBSTANCE ABUSE RECORDS

1114-01 Substance abuse records

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

Which are: maintained by any JS/combatant command activity as the official record copy

Cut off and destroy 5 years after the end of the CY the case is closed or when a minor child reaches 23 years old.

1115 MENTAL HEALTH RECORDS

1115-01 Mental health records

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)

Which are: maintained by any JS/combatant command activity as the official record copy

Cut off and destroy 5 years after the end of the CY the case is closed or when a minor child reaches 23 years old.

1116 MEDICAL 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 includes electronic copies of such records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1116-01 Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes 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

Destroy/delete within 180 days after the recordkeeping copy has been produced.

1116-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Destroy/delete when dissemination, revision, or updating is completed.

1117 MEDICAL COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

1117-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later.

Authority:

~~1117-02 Which are: joint system is unscheduled
Submit SF 115 to NARA for feeder and/or joint systems~~

1100 SERIES - MEDICAL

1101 GENERAL MEDICAL ADMINISTRATION

1100-01 Directives and guides relating to the administration of medical activities

Which are: maintained by any JS/combatant command activity

Destroy/delete when superseded or obsolete. Authority:

1101-02 Correspondence and memorandums relating to the administration of medical activities

Which are: maintained by any JS/combatant command activity

Cut off annually. Destroy/delete when 3 years old. Authority:

1101-03 Which are: maintained by any JS/combatant command activity for reference. (non-record)

Destroy/delete when no longer needed for reference.

1101 PREVENTIVE MEDICINE MATTERS

1101-01 Policies, procedures, and guidance relating to preventive medicine matters

Consisting of documents governing general health, immunization policy, anthrax tracking programs, biological and chemical defense

Which are: maintained by any JS/combatant command activity as the official record copy

Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

1101-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to preventive medicine matters

Which are: maintained by any JS/combatant command activity as the official record copy

Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:

1101-03 Files relating to routine and administrative activities and events within preventive medicine matters

Which are: maintained by any JS/combatant command activity as the official record copy

Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

1101-04 Which are: reference copies of all above items held by any activity. (non-record)

Delete/delete when superseded, obsolete, or no longer needed for reference

1102 MEDICAL LOGISTICS SUPPORT

1102-01 Policies, procedures, and guidance relating to medical logistics support

Documents include publications, directives and instructions governing medical logistics support

Which are: maintained by any JS/combatant command activity as the official record copy

Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

1102-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to medical logistics support

Which are: maintained by any JS/combatant command activity as the official record copy

Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:

1102-03 Files relating to routine and administrative activities and events regarding medical logistics support

Which are: maintained by any JS/combatant command activity as the official record copy

Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

1102-04 Which are: reference copies of all above items held by any activity. (non-record)
Delete/delete when superseded, obsolete, or no longer needed for reference

1103 MEDICAL DOCTRINE

1103-01 Policies, procedures, and guidance relating to medical doctrine
Documents include publications, directives and instructions governing the formulation of medical doctrine
Which are: maintained by any JS/combatant command activity as the official record copy
Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

1103-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to medical doctrine
Which are: maintained by any JS/combatant command activity as the official record copy
Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:

1103-03 Files relating to routine and administrative matters regarding medical doctrine
Which are: maintained by any JS/combatant command activity as the official record copy
Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

1103-04 Which are: reference copies of all above items held by any activity. (non-record)
Delete/delete when superseded, obsolete, or no longer needed for reference

1104 MEDICAL STRATEGIC PLANS

1104-01 Records relating to the formulation of medical strategic plans
Consisting of: correspondence, reports, directives, briefings, studies, and other related documents relating to readiness, training, and wartime requirements
Which are: maintained by any JS/combatant command activity as the official record copy
Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

1104-02 Files relating to routine and administrative matters regarding medical strategic plans
Which are: maintained by any JS/combatant command activity as the official record copy
Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

1104-03 Which are: reference copies of all above items held by any activity. (non-record)
Delete/delete when superseded, obsolete, or no longer needed for reference

1105 MEDICAL OPERATIONAL SUPPORT PLANNING

1105-01 Records relating to the formulation of medical operational support planning
Consisting of correspondence, reports, directives, briefings, studies, and other documents relating to the development of OPLANs and CONPLANs
Which are: maintained by any JS/combatant command activity as the official record copy
Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

1105-02 Files relating to routine and administrative matters regarding medical operational support planning
Which are: maintained by any JS/combatant command activity as the official record copy
Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

1105-03 Which are: reference copies of all above items held by any activity. (non-record)
Delete/delete when superseded, obsolete, or no longer needed for reference

1106 FORCE HEALTH PROTECTION (FHP)

1106-01 Records relating to the development of FHP Communication Plan including correspondence, reports, directives, briefings, studies, and other documents

Which are: maintained by any JS/combatant command activity as the official record copy

Permanent. After revision, supercession, or cancellation, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

1106-02 Files relating to routine and administrative matters regarding the FHP Communication Plan

Which are: maintained by any JS/combatant command activity as the official record copy

Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

1106-03 Which are: reference copies of all above items held by any activity (non-record)

Delete/delete when superseded, obsolete, or no longer needed for reference

1107 AEROMEDICAL EVACUATION RECORDS

1107-01 Files relating to oversight of aeromedical evacuation including correspondence, staff papers, reports and similar documents

Which are: maintained by any JS/combatant command activity as the official record copy

Cut off annually, destroy/delete 10 years after cutoff unless needed longer for reference activities. Authority:

1107-02 Files relating to operational activities and events involving aeromedical evacuation

Which are: maintained by any JS/combatant command activity as the official record copy

Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

1107-03 Files relating to routine and administrative activities and events within aeromedical evacuation

Which are: maintained by any JS/combatant command activity as the official record copy

Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

1107-04 Which are: reference copies of all above items held by any activity. (non-record)

Delete/delete when superseded, obsolete, or no longer needed for reference

1108 MEDICAL EXERCISES/OPERATIONS

1108-01 Policies, procedures, and guidance relating to medical exercises and operations e.g. MEDFLAG, JTF NOBLE ANVIL

Which are: maintained by any JS/combatant command activity as the official record copy

Permanent. After revision, hold 5 years then transfer by CY block to inactive storage facility. When 25 years old, transfer in 5-year blocks to NARA, after declassification review. Authority:

1108-02 Files relating to oversight and assessments including correspondence, staff papers, reports and similar documents relating to medical exercises and operations

Which are: maintained by any JS/combatant command activity as the official record copy

Permanent. Retire to inactive storage facility when 4 years old. Transfer to NARA when 25 years old, after declassification review. Authority:

1108-03 Files relating to operational activities and events relating to medical exercises and operations

Which are: maintained by any JS/combatant command activity as the official record copy

Cut off upon completion of final report, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

1108-04 Files relating to routine and administrative activities and events relating to medical exercises and operations

Which are: maintained by any JS/combatant command activity as the official record copy

Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

1108-05 Which are: reference copies of all above items held by any activity. (non-record)

Delete/delete when superseded, obsolete, or no longer needed for reference

1109 MEDICAL, STATISTICAL, AND RELATED REPORTS

1109-01 Medical, statistical, and related reports

Consisting of: special studies and reports which have substantive value

Which are: maintained by any JS/combatant command activity as the official record copy

Cut off annually, destroy/delete 5 years after cutoff unless needed longer for reference activities. Authority:

1109-02 Which are maintained by other activities for reference (nonrecord)

Destroy/delete when no longer needed

1110 MILITARY PERSONNEL HEALTH RECORDS

1110-01 Active duty/reserve military personnel health records

Which are: held by JS/combatant command activities

Return to individual/service and apply appropriate service disposition schedule

1111 CIVILIAN EMPLOYEE MEDICAL RECORDS

1111-01 Civilian Employee Medical Records (EMF)

Information reflecting outpatient medical care and treatment furnished to individual civilian employees

Which are: maintained by any JS/combatant command activity as the official record copy

These EMF records are Office of Personnel Management records and controlled under the General Records Schedule (GRS) 1 item 21 a. Forward file of reassigned individual to medical treatment facility of record upon request. b. Transfer records of separated or retired individuals to servicing Civilian Personnel Office for retirement. c. The OPM is the authorized custodian of these records. Transfer and destroy these records in accordance with OPM instructions.

1112 FAMILY ADVOCACY CASE RECORDS

1112-01 Family advocacy case records

Documents relating to established or suspected cases of child or spouse maltreatment under the provisions of the Family Advocacy Program. Included are DD Form 2486 (Child/Spouse Abuse Incident 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

Which are: maintained by any JS/combatant command activity as the official record copy

Cut off and destroy as a family group 5 years after the end of the CY in which the case was closed or when an involved minor child reaches 23 years old.

1113 SUBSTANCE ABUSE RECORDS

1113-01 Substance abuse records

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

Which are: maintained by any JS/combatant command activity as the official record copy

Cut off and destroy 5 years after the end of the CY the case is closed or when a minor child reaches 23 years old.

1114 MENTAL HEALTH RECORDS

1114-01 Mental health records

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)

Which are: maintained by any JS/combatant command activity as the official record copy

Cut off and destroy 5 years after the end of the CY the case is closed or when a minor child reaches 23 years old.

1115 MEDICAL 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 includes electronic copies of such records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1115-01 Which are: copies that have no further administrative value after the recordkeeping copy is made. Includes 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

Destroy/delete within 180 days after the recordkeeping copy has been produced.

1115-02 Which are: copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Destroy/delete when dissemination, revision, or updating is completed.

1116 MEDICAL COMBATANT COMMAND ELECTRONIC FEEDER SYSTEMS

1116-01 Electronic systems at combatant command that serve as a feeder system to the joint systems wherein all feeder system data is transferred to the joint system

Which are: joint system is scheduled

Destroy/delete when data is transmitted to joint systems or when superseded or obsolete, whichever is later.

Authority:

1116-02 Which are: joint system is unscheduled

Submit SF 115 to NARA for feeder and/or joint systems