

Request for Records Disposition Authority

Records Schedule Number DAA-0330-2015-0008

Schedule Status Approved

Agency or Establishment Office of the Secretary of Defense

Record Group / Scheduling Group Records of the Office of the Secretary of Defense

Records Schedule applies to Agency-wide

Schedule Subject Department of Defense Medical Examination Review Board System (DoDMERBS)

Internal agency concurrences will be provided No

Background Information The Department of Defense Medical Examination Review Board (DoDMERB) is the Department of Defense (DoD) agency responsible for the determination of medical acceptability of applicants for appointment to any of the five (5) United States Service Academies, the Uniformed Services University of the Health Sciences (USUHS) Reserve Officer Training Corps (ROTC) Scholarship Programs of the United States Armed Forces, and other programs as directed by ASD-Health Affairs.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0330-2015-0008

Sequence Number	
1	Department of Defense Medical Examination Review System (DoDMERBS)
1.1	Department of Defense Medical Examination Review Board System (DoDMERBS) Master Files
	Disposition Authority Number: DAA-0330-2015-0008-0001

Records Schedule Items

Sequence Number													
1	<p>Department of Defense Medical Examination Review System (DoDMERBS) The DoDMERBS acts as a central repository and tracking system for all initial physical examinations and supporting documents for most officer accessions in all branches of the Armed Services. The DoDMERBS system supports contract and DoD medical and para-professional personnel to store, track, and communicate on status and flow of physical examinations and medical waivers. PRIMARY INPUTS include Name, SSN, rank, branch, DOB, Report of the Medical Examination, Report of Medical History, Report of Dental Examination, to include dental x-rays and any associated civilian forms, medical tests that have been accomplished such as labs, radiographs, EKGs, Spirometry, consult reports, etc.; personal correspondence between the DoDMERB and the applicant, parents/guardian concerning the applicant's medical history or qualification status, OUTPUTS: Ad-hoc reports and metrics records created on an ad hoc basis for reference purposes or to meet day-to-day business needs. Including but not limited to: Application Medical Qualification Status to Agency, Final medical qualification letters to Applicants; Demographic updates and Application Communications w/ Applicant)</p>												
1.1	<p>Department of Defense Medical Examination Review Board System (DoDMERBS) Master Files</p> <p>Disposition Authority Number DAA-0330-2015-0008-0001</p> <p>The Masterfile includes but is not limited to personal data such as Name, SSN, rank, branch, DOB Report of the Medical Examination, Report of Medical History, Report of Dental Examination, to include dental x-rays and any associated civilian forms, medical tests that have been accomplished such as labs and radiographs.</p> <table> <tr> <td>Final Disposition</td><td>Temporary</td></tr> <tr> <td>Item Status</td><td>Active</td></tr> <tr> <td>Is this item media neutral?</td><td>Yes</td></tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>No</td></tr> </table> <p>Disposition Instruction</p> <table> <tr> <td>Cutoff Instruction</td><td>Cut off annually</td></tr> <tr> <td>Retention Period</td><td>Destroy 10 year(s) after the separation/retirement of the service member or civilian personnel</td></tr> </table> <p>Additional Information</p>	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	Cutoff Instruction	Cut off annually	Retention Period	Destroy 10 year(s) after the separation/retirement of the service member or civilian personnel
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	GAO Approval	Not Required
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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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
11/25/2015	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
05/03/2016	Submit for Concurrence	Mark Ferguson	Appraiser	National Archives and Records Administration - Records Management Services
05/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/11/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist