

## Request for Records Disposition Authority

Records Schedule Number      DAA-0418-2017-0001

Schedule Status      Approved

  

Agency or Establishment      St. Elizabeths Hospital

Record Group / Scheduling Group      Records of St. Elizabeths Hospital

Records Schedule applies to      Agency-wide

Schedule Subject      Records of St. Elizabeths Hospital

Internal agency concurrences will be provided      No

Background Information      The Government Hospital for the Insane, authorized by Congress in 1852, was the first federally funded psychiatric hospital. It opened three years later to accept the first patients. From the beginning, the hospital was known locally as Saint Elizabeths after the tract of land upon which it was built. In 1916 Congress formally changed its name to Saint Elizabeths Hospital (no apostrophe).

Historically mental illness was viewed as either a form of religious punishment or demonic possession. Negative attitudes led to stigmatizing the mentally ill and often unhygienic and degrading confinement of individuals. In the mid-nineteenth century social reformer Dorothea Dix advocated better conditions for the mentally ill after witnessing the unhealthy and dangerous conditions in which patients lived. She lobbied Congress for the creation of a federal facility and wrote the legislation for Saint Elizabeths establishment.

The hospital's mission was to provide humane care and enlightened curative treatment of the insane of the U.S. military as well as indigent mentally ill residents of the District of Columbia. Mentally ill patients from the District were also accepted on a paying basis if vacancies existed. At its peak the hospital provided a medical-surgical unit, a school of nursing, and accredited internships and psychiatric residences, and housed over 8,000 patients. It was instrumental in developing standards in treatment of mental health.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	4	4	0

GAO Approval

## Outline of Records Schedule Items for DAA-0418-2017-0001

Sequence Number	
1	Admission Registers / Commitment Papers Disposition Authority Number: DAA-0418-2017-0001-0001
2	Death Certificates and Discharge Registers Disposition Authority Number: DAA-0418-2017-0001-0002
3	Surgical Laboratory and Psychological Testing Records Disposition Authority Number: DAA-0418-2017-0001-0003
4	Chaplain Training Program Records Disposition Authority Number: DAA-0418-2017-0001-0004
5	Payments / Collections Disposition Authority Number: DAA-0418-2017-0001-0005
6	Hospital Census Notes Disposition Authority Number: DAA-0418-2017-0001-0006
7	Employee Records Disposition Authority Number: DAA-0418-2017-0001-0007
8	Patient Medical and Correspondence Files Disposition Authority Number: DAA-0418-2017-0001-0008

## Records Schedule Items

Sequence Number																
1	<p><b>Admission Registers / Commitment Papers</b></p> <p>Disposition Authority Number      <b>DAA-0418-2017-0001-0001</b></p> <p>Document process by which patients are legally admitted to Saint Elizabeths. These records consist of admission applications and related forms and legal (Court) papers substantiating legality of admission action.</p> <p>Final Disposition      <b>Permanent</b></p> <p>Item Status      <b>Active</b></p> <p>Is this item media neutral?      <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives immediately after approval of this schedule.</b></p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 1855 To 1978</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Unknown</b> <b>One time transfer unless similar records as described here of the same time frame are located.</b></p> <table><thead><tr><th></th><th>Estimated Current Volume</th><th>Annual Accumulation</th></tr></thead><tbody><tr><td>Electronic/Digital</td><td></td><td></td></tr><tr><td>Paper</td><td>196 Cubic feet</td><td></td></tr><tr><td>Microform</td><td></td><td></td></tr><tr><td>Hardcopy or Analog Special Media</td><td></td><td></td></tr></tbody></table>		Estimated Current Volume	Annual Accumulation	Electronic/Digital			Paper	196 Cubic feet		Microform			Hardcopy or Analog Special Media		
	Estimated Current Volume	Annual Accumulation														
Electronic/Digital																
Paper	196 Cubic feet															
Microform																
Hardcopy or Analog Special Media																

2

## Death Certificates and Discharge Registers

Disposition Authority Number      **DAA-0418-2017-0001-0002**

Chronological listings of all discharges, transfers, and deaths consisting of pertinent basic data for identification, statistical summaries, reference, and comparison.

Final Disposition      **Permanent**

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**

### Disposition Instruction

Transfer to the National Archives for Accessioning      **Transfer to the National Archives immediately after approval of this schedule.**

### Additional Information

What will be the date span of the initial transfer of records to the National Archives?      **From 1875 To 1957**

How frequently will your agency transfer these records to the National Archives?      **Unknown  
One time transfer unless similar records as described here are located.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	9 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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## Surgical Laboratory and Psychological Testing Records

Disposition Authority Number      **DAA-0418-2017-0001-0003**

Surgical pathology records consists of requests for testing and analysis of results. Psychological testing include analysis of series of tests that include Rorschach ink

4	blots, word and sentence tests, line drawings, interviews with patients, and sleep studies.	
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	Disposition Instruction	
	Retention Period	Destroy 30 year(s) after close of file
	Additional Information	
	GAO Approval	Not Required
	<b>Chaplain Training Program Records</b>	
	Disposition Authority Number	DAA-0418-2017-0001-0004
	Administrative records, conferences, student course work, writing and research, publications, interviews with patients not included in patient medical record, patient cards, correspondence from and to students, chapel activities, and photographs.	
	Final Disposition	Permanent
	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
	Disposition Instruction	
	Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after approval of this schedule.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 1945 To 1973
	How frequently will your agency transfer these records to the National Archives?	Unknown

One time transfer unless similar records as described here of the same time frame are located.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	77 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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#### Payments / Collections

Disposition Authority Number **DAA-0418-2017-0001-0005**

This series consist of administrative records related to patient accounts included billing and collections.

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**

#### Disposition Instruction

Retention Period **Destroy immediately after approval of this schedule.**

#### Additional Information

GAO Approval **Not Required**

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#### Hospital Census Notes

Disposition Authority Number **DAA-0418-2017-0001-0006**

Hospital census and register notes used to verify and track patients location in wards.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

	<p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</p> <p>Disposition Instruction</p> <p>Retention Period</p> <p>Additional Information</p> <p>GAO Approval</p>	<p>No</p> <p></p> <p>Destroy immediately after approval of this schedule.</p> <p></p> <p>Not Required</p>
7	<p><b>Employee Records</b></p> <p>Disposition Authority Number</p> <p>This series consists of computer punch cards that includes personnel rosters, payroll, personnel actions, service transfers, and separations.</p> <p>Final Disposition</p> <p>Item Status</p> <p>Is this item media neutral?</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</p> <p>Do any of the records covered by this item exist as structured electronic data?</p> <p>Disposition Instruction</p> <p>Retention Period</p> <p>Additional Information</p> <p>GAO Approval</p>	<p>DAA-0418-2017-0001-0007</p> <p></p> <p>Temporary</p> <p>Active</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p></p> <p>Destroy immediately after approval of this schedule.</p> <p></p> <p>Not Required</p>
8	<p><b>Patient Medical and Correspondence Files</b></p> <p>Disposition Authority Number</p> <p>Records of individual patients and their activities during their hospital stay; personal and family history; mental and physical condition; examination history and results; laboratory reports; diagnoses; therapies; ward and nurse notes; related correspondence; correspondence regarding funds; property and legal matters; notes regarding the patient's general hospital experience and related indices. Included are case files of patients of unusual prominence or special interest for historical research.</p> <p>Final Disposition</p>	<p>DAA-0418-2017-0001-0008</p> <p></p> <p>Permanent</p>



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

#### Disposition Instruction

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after approval of this schedule.

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1920 To 1999

How frequently will your agency transfer these records to the National Archives? Unknown  
One time transfer unless similar records as described here are located.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	6057 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

## 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
10/25/2017	Certify	Zintesia Page	Records Management Specialist	Substance Abuse and Mental Health Services Administration - Substance Abuse and Mental Health Services Administration
07/01/2020	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
07/09/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/10/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/13/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist