

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

Rec'd May 9, 79

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

1 FROM (AGENCY OR ESTABLISHMENT)
 Office of the Secretary of Defense

2 MAJOR SUBDIVISION
 Washington Headquarters Services

3 MINOR SUBDIVISION
 Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER
 J. E. Haines

5 TEL EXT
 695-0970

LEAVE BLANK

JOB NO
 NCI-330-79-9

DATE RECEIVED
 May 11, 1979

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-29-79
 Date *James B. P. Road*
 Archivist of the United States

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 30 Apr 79 | D SIGNATURE OF AGENCY REPRESENTATIVE <i>James S. Nash</i> James S. Nash | E TITLE Records Administrator |
|---------------------|---|----------------------------------|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|--|--|--------------------|-----------------|
| Change to OSD AI #15 Para. 202-23 1. | <p><u>Department of Defense Civilian Employees Health Unit Records.</u></p> <p>These records contain forms, correspondence, and other records relating to an employee's medical history, occupational injuries or diseases, physical examinations, and all other treatment received in health unit. Included are industrial hygiene consultations, laboratory and X-ray findings, reports of pulmonary function tests, audiograms, records of exposure to physical and chemical hazards, clinical record cover sheets or equivalent, and copies of pre-employment, disability retirement, and fitness for duty examinations.</p> <p><u>Disposition.</u></p> <p>a. Health records for civilian employees who have worked at activities having been identified as having hazardous environment and/or occupational working conditions.</p> <p>Cut off 1 year after date of last entry. Hold in file area for 5 years, if space available, then retire to nearest FRC. Destroy when 40 years old.</p> <p>(Continued on next page)</p> | | |

Request for Records Disposition Authority - Continuation

JOB NO

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2 2

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
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| Ch to OSD AI #15 Para. 202-23 (Cont'd) | <p>b. Health records for civilian employees who have worked only at activities where no known environmental and/or occupational health hazards exists.</p> <p>Cut off 1 year after date of last entry. Hold in files area, if space available, or, if unavailable, transfer to nearest FRC. Destroy when 6 years old.</p> <p>NOTES:</p> <ol style="list-style-type: none"> 1. These records are not to be confused with hospital in- and out-patient clinical records which are retained for 25 years for non-military persons pursuant to other approved records control schedules. 2. Original copies of pre-employment, disability retirement, and fitness for duty examinations are to be filed in the Official Personnel Folder upon separation of employee (Ref: FPMS 293-31). 3. Records of exposure to Nuclear Regulatory Commission regulated radiation are to be retained by the licensee in accordance with CFR Title 10, Part 20. <p>NC1-330-79-2 is withdrawn as a result of this submission.</p> | | |

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

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| JC | |
| DATE RECEIVED | |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| Date | Archivist of the United States |

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

1 FROM AGENCY OR ESTABLISHMENT
OFFICE OF THE SECRETARY OF DEFENSE

2 MAJOR SUBDIVISION
ARMY HEADQUARTERS SERVICES

3 MINOR SUBDIVISION
RECORDS MANAGEMENT DIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
J. E. HAINES

5 TEL EXT
695-0970

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

| | | |
|--------|---|----------------------------------|
| C DATE | D SIGNATURE OF AGENCY REPRESENTATIVE JAMES S. NASH | E TITLE RECORDS ADMINISTRATOR |
|--------|---|----------------------------------|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|--------------|---|--------------------------|--------------------|
| 1. | <p><u>Department of Defense and All Component Branches Civilian Employees Health Unit Records</u></p> <p>Records of routine medical care provided to civilian employees by activity health units. These records include employee's medical history, copies of physical examinations, laboratory and X-ray findings, report of pulmonary function tests, audiograms, records of exposure to physical and chemical hazards, and copies of pre-employment, disability retirement, and fitness for duty examinations.</p> <p>DISPOSITION:</p> <p>a. Health records for civilian employees who have worked at activities having been identified as having hazardous environmental and/or occupational working conditions.</p> <p>Cutoff 1 year after date of last entry. Hold in file area for 5 years, if space available, then retire to nearest FRC. Destroy when 40 years old.</p> | | |

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|------------|--|-----------------------|---------------------|------------------|
| | JAMES S. NASH | RECORDS ADMINISTRATOR | | |
| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
| 1. | <p><u>Department of Defense and All Component Branches Civilian Employees Health Record Files</u></p> <p>These files contain forms, correspondence, and other records relating to an employee's medical history, occupational injuries or diseases, physical examinations, and all other treatment received in health unit. Included are industrial hygiene consultations, laboratory and X-ray findings, reports of pulmonary function tests, audiograms, records of exposure to physical and chemical hazards, clinical record cover sheets or equivalent, and copies of pre-employment, disability retirement, and fitness for duty examinations.</p> <p>NOTE: Original copies of pre-employment, disability retirement, and fitness for duty examinations are to be filed in the Official Personnel Folder upon separation of the employee (Ref: FPMS 293-31). Records of exposure to Nuclear Regulatory Commission regulated radiation are to be retained by the licensee in accordance with CFR Title 10, Part 20.</p> | | | |

Request for Records Disposition Authority - Continuation

JOB NO

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2 of 2

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| | <p>DISPOSITION:</p> <p>a. Health Record Files for civilian employees who have worked at facilities having been identified as having hazardous environmental and/or occupational working conditions.</p> <p>Cutoff files 1 year after date of last entry. Hold in files area for 5 years, if space available, then retire to nearest FRC. Destroy when 40 years old.</p> <p>b. Health Record Files for civilian employees who have worked only at facilities where no known environmental and/or occupational health hazards exist.</p> <p>Cutoff files 1 year after date of last entry. Hold in files area, if space available, or, if unavailable, transfer to nearest FRC. Destroy when 6 years old.</p> <p>NC1-330-79-2 is withdrawn as a result of this submission.</p> | | |