

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

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JOB NO  NC1-330-80-12
DATE RECEIVED September 22, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
4-6-81 <i>James S. Nash</i> 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  
 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

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 5 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 4 Sep <del>4 Aug</del> 80	D. SIGNATURE OF AGENCY REPRESENTATIVE James S. Nash <i>James S. Nash</i>	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
	Addition to OSD Administrative Instruction No. 15 - (NC1 330-77-5)			32 ITEMS

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
910	<u>Medical Readiness</u>	
910-01	General	
910-01.1	Speeches	
	Copies of speeches made by assigned personnel or by others pertaining to medical readiness.	Destroy when no longer required for reference. The Public Affairs office has the record copies of speeches.
910-01.2	Committee and Conference Records.	
	a. Records relating to establishment, organization, membership and policy.	
	(1) Interagency, advisory or international committees.	Permanent. Transfer to WNRC when no longer needed for reference.
	(2) Internal committees.	Destroy 2 years after termination of committee.
	b. Records created by committees.	
	(1) Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees.	
	(a) Records of the sponsor or Secretariat.	Permanent. Transfer to WNRC when no longer required for reference.
	(b) All other copies.	Destroy when 3 years old or when no longer needed for reference.
910-01.3	General Reference Files.	
	Reference documents pertaining to DoD wartime medical posture and its sustainability.	Destroy when no longer needed for reference.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
910-02	Armed Services Medical Regulatory Office (ASMRO) Records.  Copies of capability reports and similar information from the ASMRO.	Destroy when no longer required for reference.
910-03	Audits.	
910-03.1	General Accounting Audits. Case files of audits of medical facilities or related to health affairs.	The OASD (Comptroller) is the office of record for audits. Apply disposition schedule from 305-05.
910-03.2	Defense Audit Service Audits.  Case files of audits of medical facilities or related to health affairs.	See 305-01.
910-04	Civilian-Military Contingency Hospital System.	
	1. Agreements pertaining to concepts training, and other considerations relevant to a contingency plan for the use of non-Federal hospital facilities.	1. Destroy 3 years after supersession, cancellation or termination of the agreement. (See 901-04)
910-5	2. Special Study Reports such as "MAXIMUS" on the civil-mil. Contingency System.  Documents related to exercises between elements of DoD and other Federal Agencies or organizations.	2. Permanent. Transfer to WNRC when no longer needed.  Destroy when no longer required for reference.
910-06	International Affairs.	
910-06.1	1. Documents concerning DoD relationship with allied countries on medical readiness matters.	1. Permanent. The OASD(ISA) retain the record copy of any agreements with foreign countries. The OASD(HA) retains any records created on medical readiness such as evaluations, and other analyses. Transfer to WNRC when no longer required for reference.

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910-07	<p>2. Reference documents related to medical facilities and readiness in allied countries such as DIA capability studies. Joint Chiefs of Staff Matters.</p>	<p>2. Destroy when no longer required for reference.</p>
	<p>1. Copies of documents relating to medical readiness. Copies of capability assessments, readiness reports and similar material.</p>	<p>1. Destroy when no longer needed for reference.</p>
	<p>2. Documents created for readiness evaluations such as analyses of medical readiness; recommendations of a policy nature.</p>	<p>2. Permanent. Transfer to WNRC when no longer required for reference.</p>
910-08	<p>Military Medical Facilities.  Reference documents pertaining to survey of resources of military medical facilities.</p>	<p>Destroy when no longer required for reference. See 903-01 for record copy.</p>
910-09	<p>Mobilization Planning.</p>	
	<p>1. Documents related to the medical aspects of emergency war and mobilization planning. Documents pertaining to liaison with other similar activities such as FEMA and SSS.</p>	<p>1. Permanent. Transfer to WNRC when superseded or obsolete (See 907-02).</p>
	<p>2. Reference material obtained from other sources pertaining to mobilization planning.</p>	<p>2. Destroy when no longer required for reference.</p>
910-10	<p>Medical Resource Requirements and Capabilities. Studies and forecasts through modeling techniques.</p>	<p>Permanent. Transfer to WNRS</p>
	<p>1. Studies and forecasts of war-time medical resource requirements obtained through the use of modeling techniques.</p>	<p>1. <del>Destroy when superseded</del> when no by <del>subsequent study and</del> longer need <del>information is no longer</del> ed. <del>required for reference.</del></p>
	<p>2. Studies and forecasts by other agencies.</p>	<p>2. Destroy when no longer required for reference. See 904-02.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
910-11	Nuclear, Biological and Chemical Warfare.	
	1. Evaluations and policies regarding nuclear, biological and chemical warfare related to medical readiness.	1. Permanent. Transfer to WNRC when no longer required for reference.
	2. Reference material on nuclear, biological and chemical warfare matters.	2. Destroy when no longer needed for reference.
910-12	Planning, Programming Budget System.	
	1. Background papers related to medical readiness budget matters.	1. Permanent. Transfer to WNRC when no longer needed for reference.
	2. Reference documents pertaining to the budget system, including policy guidance and copies of Program Objective Memoranda.	2. Destroy when no longer required for reference. See 303-02.4 for disposition of record copies.
910-13	Reserve Affairs.	
	1. Copies of policy documents pertaining to the readiness posture of the reserve forces.	1. Destroy when no longer required for reference.
	2. Studies, reports and analyses of reserve posture.	2. Permanent. Reviews and analyses of a formal nature. Transfer to WNRC when no longer required for reference (See 602-02)
910-14	Wartime Skills Training.	
	1. Training policy pertaining to medical readiness training.	1. Permanent. Transfer to WNRC when no longer required for reference.
	2. Training policy reference material.	2. Destroy when no longer required for reference. See 903-02 for record material.

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3. General File.

a. Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans and objectives relating to the establishment and operation of training courses and conferences.

a. Destroy when 5 years old or 5 years after completion of a specific training program

b. Background and work papers.

b. Destroy when 3 years old.

4. Individual Training.

Documents related to the availability of training and participation in training programs sponsored by other Government agencies or non-government institutions.

Destroy when 5 years old or when superseded or obsolete, whichever is sooner.