

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		VE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-NU-99-1
1. FROM (Agency or establishment) Department of Defense (Department of the Navy)		DATE RECEIVED	11-09-98
2. MAJOR SUBDIVISION Human Resources Operations Center		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Management Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
LCDR Bob Rahal (BUMED)	(202) 762-3152	4.17.2000	WITHDRAWN

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,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
20 Oct 98	<i>Steven E. Greene</i> STEVEN E. GREENE, LT, USN	Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><u>6320 PSYCHIATRY/PSYCHOLOGY TREATMENT RECORDS</u></p> <p>8. <u>Psychiatry/Psychology Treatment Records.</u></p> <p>d. Clinical questionnaires with demographic information. Original documentation of clinical visits, which include clinical histories, diagnoses, medications, treatment interventions, and plans. Original process notes, which include psychological constructs of the patients' condition, defenses and other formulations. Patient fantasy material, dreams, and other documentation of intimate and private details related by the patient. Collateral information from family, parent command, and others.</p> <p>e. Original substance abuse records, to include alcoholism and drug abuse case files, for levels I and II treatment, at afloat and ashore Counseling and Assistance Centers as part of Navy MTF's.</p> <p>Transfer as a separate record series (group) to NPRC (MPR) 2 years after last admission/treatment.</p>		WITHDRAWN

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>(1) Active Duty and retired military personnel.</p> <p>Destroy when 50 years old.</p> <p>(2) All other pertinent categories.</p> <p>Destroy when 25 years old.</p> <p>e. Electronic version of records created by the electronic mail and word processing applications.</p> <p>Delete when file copy is generated or when no longer needed for reference or updating.</p>		