

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instruction on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-AZ-07-9	DATE RECEIVED 11-6-2006
1 FROM (Agency or establishment) U S ARMY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Administrative Assistant to the Secretary of the Army		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION RECORDS MANAGEMENT PROGRAM DIVISION		DATE 2/28/07	ARCHIVE OF THE UNITED STATES WITHDRAWN
4 NAME OF PERSON WITH WHOM TO CONFER Shirley Kinson-Jones	5 TELEPHONE (703) 428-6411		

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 _____ pages(s) are not now needed for the business of the agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provision of Title 8 of the GAO Manual for Guidance of Federal Agencies,

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

DATE 02 FEB 2006	SIGNATURE OF AGENCY REPRESENTATIVE <i>John A. Sharetts Sullivan</i>	TITLE CHIEF, RECORDS MANAGEMENT DIVISION
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>Mental Health Records</p> <p>A modification to the following record numbers is required in order to comply with recordkeeping requirements of the various states and applicable professional associations. For example, the Texas Health and Safety Code authorizes private mental hospitals and other mental health facilities to dispose of the mental health record of an adult "on or after the 10th anniversary of the date on which the patient who is the subject of the record was last treated in the hospital." The professional associations of psychology, psychiatry and social work also have similar recordkeeping requirements which exceed the Army Records Retention Schedule standard of 5 years. Noncompliance with state law and professional associations would jeopardize the medical center's accreditation as well as the accreditation of the department's clinical training programs.</p> <p>The proposed disposition instructions for the following record numbers apply to records in all media and formats</p> <p>FN 40-216k1 Title Mental Health Records (Adults) Authority TBD PA A0040-66bDASG Description Information related to conducting psychological evaluations of individuals, and other consultations relating to mental health services, including social work case records (information related to interviews of</p>	N1-330-01-2	<p>Withdrawn by J. Welch 2/28/07 JS</p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER

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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)
2	<p>of patients and appropriate individuals to assist in the adjustment of the patient and in the evaluation of personal and social data for diagnosis and treatment) Disposition KE5 Event is 5 years after case is closed or when no longer needed to meet state requirements, whichever is longer Keep in CFA until event occurs, then destroy</p> <p>FN 40-216k2 Title Mental Health Records (Minors) Authority TBD PA A0040-66bDASG Description Information related to conducting psychological evaluations of individuals, and other consultations relating to mental health services, including social work case records (information related to interviews of patients and appropriate individuals to assist in the adjustment of the patient and in the evaluation of personal and social data for diagnosis and treatment) Disposition KE Event is after end of the calendar year the minor child reaches 23 years old or when no longer needed to meet state requirements, whichever is longer Keep in controlled area until event occurs, then destroy</p>	N1-330-01-2	
3	<p>FN 600-85d1 Title Substance Abuse Records (Adults) Authority TBD PA A0600-85DAPE Description Information relating to rehabilitation of participants in the Alcohol and Drug Abuse Prevention and Control Program Included are results of biochemical urine analysis and other tests, individualized treatment plans, observations of patient behavior, progress during treatment, documentation by physician and other clinical personnel, and discharge disposition Disposition KE5 Event is 5 years after case is closed or when no longer needed to meet state requirements, whichever is longer Keep in CFA until event occurs, then destroy</p>	N1-330-01-2	
4	<p>FN 600-85d2 Title Substance Abuse Records (Minor) Authority TBD PA A0600-85DAPE Description Information relating to rehabilitation of participants in the Alcohol and Drug Abuse Prevention and Control Program Included are results of biochemical urine analysis and other tests, individualized treatment plans, observations of patient behavior, progress during treatment, documentation by physician and other clinical personnel, and discharge disposition Disposition KE Event is after end of the calendar year the minor child reaches 23 years old when no longer needed to meet state requirements, whichever is longer Keep in controlled area until event occurs then destroy</p>	N1-330-01-2	

WITHDRAWN

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5	Extra copies of records on this schedule, including those that are created by electronic mail or word processing applications, will be deleted when the file copy is generated or when no longer need for reference or updating, whichever is later	<i>GRS 20</i>	<i>11/6/06 Jm</i>