

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AU-82-26	
DATE RECEIVED 8/17/82	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-18-82 Date	<i>[Signature]</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Army

2 MAJOR SUBDIVISION
The Adjutant General Center

3 MINOR SUBDIVISION
Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER
Jean Carson

5 TEL EXT
325-6044

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 1 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

DATE 5 Aug 82	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> GUY B. OLDAKER	TITLE Chief, Records Management Division
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>AR 340-18-9 FILE NO. 911-05 INDIVIDUAL PATIENT DIET FILES. Documents pertaining to dietary requirements of individual patients. Included are dietary history records and similar or related documents.</p> <p>PROPOSED DISPOSITION: Destroy 2 years after patient is released from hospital.</p> <p>Current disposition provides for destruction when patient is released from the hospital. Retention of diet records for an extended period is necessary in following a patient's progress through successive hospital admissions. Many diet patients return for care frequently, i.e., Oncology patients 1-2 times a month, Diabetic patients 2-3 times a year, Renal patients 3-4 times a year, and Cardiology patients 4-5 times a year.</p>		

Closed out 8-20-82 cm

*Copy to Agency
No More Data # 82-20
Change Required.*

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER

NC1-AU-82-26

SECTION I - ACTION TAKEN

1 **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government

GENERAL ACCOUNTING OFFICE CONCURRENCE IS NOT NECESSARY IS NECESSARY AND HAS BEEN OBTAINED

2 **APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule

3 **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation

4 **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency

SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>J. Wallace</i>	<i>17 Aug 82</i>
	DIRECTOR, RECORDS DISPOSITION DIVISION <i>acting</i>	<i>Ronald J. Heise</i>	<i>17 Aug 82</i>
CONCURRENCES			

SECTION III - APPRAISER'S COMMENTS

These records were previously approved for disposal. NNM's concurrence is not required. Change in disposition is necessary to meet administrative needs.