

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-NU-81-2
DATE RECEIVED	December 19, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9 SEP 1982	<i>[Signature]</i> Archivist of the United States
Date	

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of the Navy

2 MAJOR SUBDIVISION
Chief of Naval Operations

3 MINOR SUBDIVISION
Naval Records and Information Mgmt. Division

4 NAME OF PERSON WITH WHOM TO CONFER
Warren Showalter
Bureau of Medicine and Surgery

5 TEL EXT
254-4132

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 _____ 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 DEC 1980	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E TITLE Naval Records & Information 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 align="center">CHAPTER 6 MEDICINE AND DENTISTRY RECORDS SSIC 6000-6999</p> <p>The records described in this chapter relate to the administration and performance of medical and dental functions by the Navy Medical Department. They include records of examination, care and treatment of individuals physical fitness, environmental as well as health care program records, accumulated in connection with carrying out Medical Department functions. These records are located at the Bureau of Medicine and Surgery, at BUMED command activities including medical and dental centers, hospitals, medical and dental clinics, health care research activities, education and training activities at Marine Corps Activities, at other medical and dental facilities and units, at area and staff medical and dental offices, and at Federal Records Centers. Exceptions to disposal standards. Regardless of disposal authorizations in this chapter, records directly relating to matters listed below will not be destroyed until final clearance or settlement of the case:</p>	SECNAVINST P5212.5C	

115-107

Closed out: 10-21-82: cm

Copy to Agency
All changes made with the concurrence of the Navy. JMW/30/82

Mass Data Sheet will be forwarded

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.6

150 items

Printed change

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<ol style="list-style-type: none"> 1. An outstanding claim for or against the United States 2. A case under litigation 3. An incomplete investigation 		

SSIC 6000

HEALTH CARE (MEDICAL AND DENTAL) RECORDS - GENERAL

(1) PRIMARY PROGRAM AND RELATED ADJUNCT RECORDS:

(a) Bureau of Medicine and Surgery (HQ Medical and Dental Program and Planning Records)

1. Primary Program Records. (Files and records documenting development and execution of medical plans, policies, programs and procedures in performance of the assigned mission of the Navy Medical Department to provide health care, medical and dental, support to the naval establishment including the Marine Corps.)

✓ Permanent. Cut off annually. Transfer to Washington National Records Center (WNRC), 4205 Suitland Rd., Suitland, MD 20034 when 4 years old. Offer to National Archives (NARS) when 20 years old.

2. ^{Administrative} ~~General~~ correspondence files (temporary use adjunct records documenting routine management administration and internal operations of the Bureau of Medicine and Surgery, including general correspondence files, and other temporary use records relating to internal operations (such as office services, space and maintenance, personnel utilization, internal administrative reports, announcements and similar issuances, etc., excluding primary program records covered in par. 6000(1)(a) 1; above.)

Destroy when 2 years old.

(b) BUMED Command Medical and Dental Research Activities

1. Primary program records (records documenting the organization of the research activity, overall development and accomplishment of significant research plans, programs and essential transactions of continuing, long term historical, scientific, legal or administrative interest.)

✓ Permanent. Cut off annually. Transfer to nearest Federal Records Center (FRC) when 5 years old. Offer to NARS when 20 years old.

2. ^{Administrative} ~~General~~ correspondence files (temporary use adjunct records documenting routine management, administration and internal operations of the research activity, including general correspondence, office services, local administrative issuances, etc.) (See also par. 6010(1).)

Destroy when 2 years old.

(c) Other BUMED command activities

Department Property, Medical Department OOD logs and journals maintained for operating units, etc.)

1. Logs created at activities in a non-combat zone

a. Smooth logs

Destroy when
10 years old.

b. Rough logs

Destroy when
1 year old.

2. Logs created at activities in a combat zone

a. Smooth logs

Transfer to National
Personnel Records
Center (NPRC) Military Personnel Records (MPR), 9700 Page Blvd., St. Louis, MO 63132
when 2 years old.
Destroy when 25
years old.

b. Rough logs

Destroy when 1
year old.

(g) Medical Department Personnel Professional Development and Training Records Files (jackets, files and other supportive records and files for active duty members of the Medical, Dental, Nurse, Medical Service and Hospital Corps documenting education, training, credentialing and other accomplishments).

1. Maintained at BUMED

Retain at BUMED
for the duration
of the member's
active service.
Transfer 1
year after separation from
service (annual
cutoff date)
to NPRC (MPR).
Destroy 10
years after
date of
separation.

2. Maintained at BUMED Command Activities

Destroy when 5
years old.

(2) PATIENT CARE ADMINISTRATION

(a) General (morning reports of the sick, binnacle lists, appointment records, outpatient treatment record release files, patient evacuation manifests, requests for clinical (medical/

Destroy when purpose is served,
or when 2 years

dental) follow-up information, serious/very seriously ill lists, deaths on wards, similar temporary use forms, journals and logs).

(b) Nonavailability Statements (such as DD 1251), Patients' Personal Effects and Valuables, Reports of Treatment and Hospitalization Furnished Pay Patients.

(c) Medical Holding Company Files (Reports, (messages and related correspondence) concerning individual patients assigned to medical holding companies)

(d) Medical/Dental Treatment of Military Personnel by Non-Federal Facilities (case files documenting diagnosis, circumstances and use, etc.)

(e) Medical Care Evaluation-Quality Assurance Program Files (working files documenting patient care audit, utilization review, staff appointment and credentialing functions incident to JCAH accreditation)

(f) Inpatient and Outpatient Workload and Morbidity Reports (source documents (forms, adjunct records and related data, and automated records) used to report and statistically summarize inpatient, outpatient, and medical services workload and morbidity data at medical centers, hospitals, and naval medical treatment facilities.)

1. At Naval Medical Data Services Center, Bethesda, MD

a. Original records

✓ b. Punched cards

✓ c. Computer tapes and discs

2. At medical centers, hospitals and Navy health care treatment facilities.

(g) Medical Boards (documenting medical disposition of Navy and

old whichever is first.

Destroy when 2 years old.

Destroy when 2 years old.

Destroy 2 years after final settlement of claim, provided appropriate data is recorded in the Health Care Treatment Record.

Destroy when 5 years old, or earlier if information is in summary reports, superseded or outdated.

Destroy when 1 year old, or when purpose is served, whichever is first.

Destroy when 2 years old, provided data has been transposed to magnetic tape/disc.

~~Destroy when 20 years old.~~

Destroy when 5 years old.

*Retain locally,
Disposition to be
determined.*

*GOLO
Apply per (2) (f) 1b*

Withdrawn

Withdrawn

1. Primary program records (files and records documenting the organization, and overall development and accomplishment of significant plans, special programs, studies or projects and essential transactions of the activity.)

2. ~~General~~ ^{Administrative} correspondence files (see par. 6010(1).)

(d) Marine Corps Activities (Records known to be duplicated in the files of the Chief, Bureau of Medicine and Surgery.)

Cut off annually. Transfer to nearest FRC when 2 years old. Destroy when 25 years old.

Destroy when 2 years old.

Destroy when 2 years old, or earlier if purpose is served.

SSIC 6010

HEALTH CARE ADMINISTRATION RECORDS

(1) GENERAL ADMINISTRATION

(a) Staff Locator Records, Liberty/Leave Lists and Similar Temporary Use Locally Devised Administrative Forms and Journals

Destroy when purpose is served, or when 2 years old, whichever is first.

(b) General Correspondence Files, Inspection and Survey Files, Hospital and Health Care Staffing Reports (records documenting the management, administration and internal operations of the medical/dental activity, including general correspondence files, records and copies of reports of administrative and management on-site surveys, military and other surveys and inspections and copies of reports forwarded to BUMED.)

Destroy when 2 years old.

(c) Hospital accreditation (JCAH) survey files. Applications for survey, JCAH reports of survey and related correspondence.

Destroy when 5 years old.

(d) Housekeeping, Linen, Laundry and Food Management Service Files (consisting of internal operating records, files and adjunct data pertaining to the scope and cost of services, manpower requirements, work loads, contractual service documents and related supportive materials for the provision of hospital housekeeping, linen, laundry, and food management functions in Naval Medical Treatment Facilities.)

Destroy when 5 years old, provided all legal, accounting and contractual requirements are met.

(e) Administrative Committees/Boards Files and Records (documentation of the actions of appointed boards/committees at medical and dental centers and hospitals (executive, budget, medical records, library, education and training, etc.) together with related records and data)

Destroy when 5 years old.

(f) Medical and Dental Officer-of-the-Day Logs (chronological records of events such as damage, destruction/loss of Medical

Marine Corps members.)

1. Record copies

File Original copy in individual's Health Care Treatment Record. Other copies are to be distributed according to current directives.

2. Non-record copies

Destroy when 1 year old.

3. Automated records

✓ a. punched cards

Retain locally. Disposition to be determined

~~Destroy when 2 years old, provided data has been transferred to magnetic tapes/discs.~~

Withdrawn

✓ b. computer tapes/discs

apply par. 6010(2)(g) 3a

~~Destroy when 10 years old.~~

Withdrawn

(h) Register of Patients (such as DD 739, ~~ADP~~ or other media documenting admission of individuals to inpatient care facilities).

1. Numeric Sections

Retain at activity for JCAH accreditation purpose. Transfer to nearest FRC with other primary records when activity is decommissioned.

~~and then destroy when 25 years old.~~ *Destroy 25 years after the date of accession at the FRC.*

2. Alphabetic Sections. (See also par. 6150(2)(a))

Transfer with corresponding inpatient clinical records to NPRC (MPR), St. Louis, MO. Destroy with related records.

(j) Risk Management Records: Incident reports relating to patients, staff, and others documenting accidents, injuries or other types of incidents, together with follow-up reports, supportive correspondence and statements, including statistical displays and summaries at BUMED and BUMED command activities

Cut off annually. Destroy when 3 years old.

PHYSICAL FITNESS RECORDS

SSIC 6150

HEALTH AND MEDICAL RECORDS

(1) MILITARY HEALTH CARE TREATMENT RECORDS

(medical and dental treatment record jackets, (file folders such as NAVMED Forms 6150/10 through 19) providing complete individual chronological records of all medical and dental examinations evaluations and treatment afforded active duty Navy and Marine Corps members throughout their service careers. The contents of military health care treatment records, medical and dental are prescribed by the Manual of the Medical Department (MANMED), Chapters 6 and 16.)

(2) INPATIENT (CLINICAL) RECORD FILES (Individual inpatient treatment record jackets containing a multiplicity of standard Federal, DOD, NAVMED and other medical forms reports and records prescribed or authorized for use in documenting health evaluations, care and treatment for any health or medical condition/problem provided eligible persons admitted to and discharged from naval medical treatment facilities providing inpatient care. The records also contain discharge summaries of inpatient care afforded and adjunct forms such as privacy act statements. The contents of inpatient clinical records files are prescribed by current BUMED directives)

Transfer to NPRC (MPR) in accordance with MANMED and current BUMED, MAVMILPERSCOM, and MARCORPS directives. Disposition will be in accordance with that provided for the Military Personnel Service Jacket.

See also Chapter 1 governing disposition of mil. pers. serv. jackets.

Transfer to NPRC (MPR) 2 years after the calendar year in which treated. At the time of records transfer, screen the inpatient (clinical) record and separate clinical records for personnel from the records of dependents and other supernumerary patients. Handle each of the following records series as indicated in par. (2)(a) through (2)(d) below. (A records "series" (group) is a block of records having the same disposal authority and the disposal date.

(a) Military Inpatient (Clinical) Record Files

Ship as one

records series (group). (Include active duty, retired and former military service members-- Army, Navy, Air Force, Reservists, National Guard, ROTC on active duty, cadets and midshipmen, Coast Guard, PHS, NOAA and VA beneficiaries.) Destroy when 50 years old.

(NOTE: Fetal monitoring strips (machine printouts) are a component part of the inpatient record. The fetal monitoring strip shall be transferred to the records center concurrent with the corresponding inpatient record. The monitoring strip may be included in the same box as the corresponding inpatient record or in a separate box. If boxed separately, a separate alphabetic locator must be included with the fetal monitoring strips.)

(b) Inpatient (Clinical) Record Files - Dependents and Others

Ship as one record series (group). (Include dependents of military/uniformed service personnel, Federal Government employees, civilian humanitarian and other nonmilitary.) Do not include records for American Red Cross, foreign personnel (military and other) and their dependents covered in pars. 6150(2)(c) and 6150(2)(d), below. Destroy when 25 years old.

(Note: Fetal monitoring strips (machine printouts) are a component part of the inpatient record. The fetal monitoring strip shall be transferred to the records center concurrent with the corresponding inpatient record. The monitoring strip may be

included in the same box as the corresponding inpatient record or in a separate box. If boxed separately, a separate alphabetic locator must be included with the fetal monitoring strips.)

(c) Inpatient (Clinical) Record Files - American Red Cross Personnel

Transfer to Medical Director, American Red Cross, Washington, DC, 20226, 2 years after the date of last admission.

(d) Inpatient (Clinical) Record Files - Foreign Personnel (Military and Other) and Their Dependents.

Give custody of inpatient records and x-rays to foreign personnel (military member/sponsor) at the time of the patient's return to the parent country. Deliver records and x-rays in a sealed envelope to the member/sponsor or, as applicable, to the senior member of the military group. Alternately, if not given to the individual, transfer to BUMED 2 months after the patient's discharge. Annotate the patient's nationality on the inpatient record jacket and group the records by country for eventual transfer to the cognizant foreign government.

(3) OUTPATIENT TREATMENT RECORD FILES (Individual outpatient treatment record jackets containing original records and copies of records of health evaluations, care and treatment provided for eligible persons on an outpatient basis. The jackets contain standard Federal and other medical forms, reports and records prescribed or authorized for use by BUMED in documenting the provision of outpatient care by naval medical treatment facilities.

Transfer to NPRC (MPR), 2 years after the calendar year in which last treated. At the time of records transfer, screen the outpatient treatment record file and separate the outpatient treatment records for records for retired military personnel from the records of dependents and other supernumerary

patients, American Red Cross personnel, and foreign personnel (military and other) and their dependents.

(a) Retired Military Outpatient Treatment Record Files

Transfer as one records series (group). Include outpatient treatment records for retired military personnel listed in par. 6150(2)(a). Do not include Health Care Treatment Records for active duty Navy and Marine Corps members. Destroy when 50 years old.

(b) Outpatient Treatment Record Files - Dependents and Others.

Transfer as one records series (group). Include dependents and other patients as described in par. 6150(2)(b). Destroy when 25 years old.

(c) Outpatient Treatment Record Files - American Red Cross Personnel

Apply par. 6150(2)(c), above.

(d) Outpatient Treatment Record Files - Foreign Personnel (Military and Other) and Their Dependents

Apply par. 6150(2)(d), above.

(4) CIVILIAN EMPLOYEE OUTPATIENT TREATMENT RECORD FILES

(a) Individual industrial/occupational health care treatment records jackets. (containing original, or copies of various forms, reports and records documenting health evaluations, examinations, care and treatment provided on an outpatient status for Federal Government employees, including chronological records of medical care, reports of laboratory and x-ray findings, consultations, records of occupational exposure to environmental stress: noise, radiation, hazardous, or potentially hazardous, substances such as asbestos, pesticides, suspected carcinogens, etc.; also hearing records, vision records, immunizations, reports of medical history, physical condition and similar records reflecting treatment furnished, and absences from work caused by illness and injury; together with supportive records and ad-

Transfer jackets of individuals separated from naval service employment for over 30 days to NPRC (CPR). Ship as a separated records series (group). If separation date is unknown, transfer jacket 2 years after the calendar year in which last treated.

~~Destroy when 15 years~~
Disposition to be determined.

Withdrawn

junct forms, e.g., Privacy Act statements. Exclude records described in par. 6150(4)(b), below.

old.

(b) Employee Health Qualification, Disability and Separation Records (original records documenting placement (health qualification records dated prior to June 1970, and SF 78 Parts D, E, and F after this date), physical examinations conducted incident to disability retirement, separation for disability related correspondence and documentation of medical history)

File in employees official Personnel Folder as prescribed by the Federal Personnel Manual.

(5) INDIVIDUAL DENTAL HEALTH CARE TREATMENT RECORDS (dental jackets containing dental examination and treatment forms, consultation and laboratory reports, dental health questionnaires, periodontal screening examinations, and related records and data)

(a) Dental Health Care Treatment Record Files for Retired Military Personnel.

Transfer as a separate records series (group) to NPRC (MPR), 2 years after the calendar year in which last treated. Destroy when 50 years old.

(b) Dependents Dental Health Care Treatment Records (documents reflecting dental treatment provided to dependents of military personnel and other non-military individuals, except for civilian DOD employees)

Transfer as one records series (group) to NPRC (MPR) 1 year after last treatment. Destroy when 15 years old.

(c) DOD Civilian Employees Dental Health Care Treatment Records (documents reflecting dental treatment provided to civilian employees of the Department of Defense (DOD)).

Transfer as a separate records series (group) to NPRC (CPR) 1 year after last treatment. Destroy when 25 years old.

(6) NON-RECORD COPIES OF HEALTH AND MEDICAL RECORD FILES (all non-record copies of forms, reports, records, and other data for which a record copy is either filed or transcribed into any of the treatment records listed in paras. 6150(1) thru 6150(5) above).

Destroy when 1 year old or earlier if purpose is served.

SSIC 6200-6299

PREVENTIVE MEDICINE RECORDS

SSIC 6200

PREVENTIVE MEDICINE RECORDS-GENERAL

(1) COMMUNICABLE DISEASE CASE FILES (copies of records documenting control/prevention of communicable diseases; maintained for reporting to cognizant military, federal, state/local health authorities)

(a) Formal Reports

Destroy when 5 years old.

(b) Working Files

Destroy when data is summarized in formal reports.

(2) OCCUPATIONAL HEALTH, INDUSTRIAL AND ENVIRONMENTAL CONTROL RECORDS (see also par. 5100)

Destroy when 5 years old, or earlier if individual case files and records are superseded or technically obsolete.

(a) Program Records (industrial hygiene program records accumulated by NATNAVMEDCEN Bethesda, naval regional medical centers, navy environmental and preventive medicine units and NAVENVIRHLTHCEN Norfolk documenting occupational industrial, toxicological and environmental stresses affecting health, and preventive medicine services provided by the activity. Included are consultation reports, environmental monitoring records, surveys, measurements and exposure analyses, control logs (chronological histories) of unusual incidents and hazardous conditions), evaluations and recommendations concerning work practices, personal protective equipment, etc. together with related supportive records, except records covered in par. 6200(2)(b), below.)

Cut off annually. Retain 5 years then transfer to the nearest FRC. Destroy when 75 years old.

(b) Medical Surveillance Records (original records documenting medical surveillance of individuals exposed to occupational, industrial and environmental health hazards (noise, radiation, asbestos and other contaminants), including medical histories, initial (base line) medical examinations, and subsequent examinations, care treatment provided.)

File in the individual's health care treatment record. (For military personnel see par. 6150(1); civilian personnel par. 6150(4).)

(c) Work Project (Case) Files (consisting of copies of directives, standards, guides and procedures used, extra copies of reports of compliance, status reports, statistical summaries etc. submitted to higher authority, notes, worksheets, interim calculations, equipment calibrations, and similar non-record materials.)

Destroy when 5 years old, or earlier if individual files and records are superseded or technically obsolete.

GENERAL MEDICINE RECORDS

SSIC 6320

TREATMENT AND HOSPITALIZATION RECORDS

(1) ELECTROENCEPHALOGRAPH TRACINGS

(a) Normal tracings

Destroy when
1 year old.

(b) Abnormal tracings

Destroy when
5 years old.

(2) EMERGENCY ROOM LOGS (CONTROL REGISTERS)

Retain at activity.
Transfer to nearest
FRC with other primary
program records when
activity is decommis-
sioned, ~~and then de-~~ *Destroy 25 years after*
~~stroy 25 years~~ *reassignment at the FRC,*
~~later.~~

(3) FAMILY ADVOCACY CASE FILES. (case files, copies of medical records, investigative reports, committee findings, correspondence and related supportive records documenting abuse, neglect, maltreatment of naval family members)

(a) Central registry records at Headquarters BUMED.

Cut off annually.
Transfer to WNRC
when 4 years old.
Destroy when 25
years old.

(b) Working files at BUMED command activities.

Destroy 5 years
after the calendar
year in which last
incident reported.

(4) GYNECOLOGY MALIGNANCY DATA (data sheets, copies of medical records, punched cards, magnetic tapes and discs).

(a) Input documents

Destroy when
1 year old.

✓ (b) Punched cards

*Retain locally,
Disposition to be
determined.*

~~Destroy when
2 years old~~

Withdrawn

OK

(g) Laboratory Information System (LABIS) (At NNMC, Bethesda, MD: test results for patients at NNMC and specimens referred to NNMC; and system generated subsidiary records).

1. Computer Stored

patients. a. On-line registration file, by activity, of current

Destroy when 1 year old.
Destroy 30 days after discharge/ last result entry.

b. Laboratory findings for inpatients

Destroy 90 days after last result entry.

c. Laboratory findings for outpatients

accumulations. d. Operational, quality control and statistical

Destroy when 90 days old.

2. Printed reports

a. Interim reports

Destroy after patient's treatment is completed.

b. Final reports

Maintain in patient's health card treatment record jacket.

c. Subsidiary records such as workload reports

Retain 5 years for management data, then destroy.

d. Laboratory logs

Destroy when 5 years old.

e. Short term census reports

Destroy when 1 year old or earlier if purpose served.

(h) Blood Transfusion Reaction Records (case files documenting the clinical investigation of transfusion reactions, including transfusion ledgers (patient-donor-crossmatch), individual reports of patient reaction, and supportive records maintained by the laboratory transfusion service).

Destroy when ~~15~~⁷ years old.

(i) Blood Donor, and Blood Donor Center Records (Blood donor record cards (SF 572), blood donor ledgers and related records, including records of designated blood donor centers (donor record charts, blood identification tags, copies of reports of bleedings, shipping inventories, etc.))

Destroy when 3 ~~7~~ years old, or on discontinuance of function.

(7) PHARMACY RECORDS

~~provided data
has been trans-
posed to mag-
netic tapes/
discs.~~

✓ (c) Computer tapes/discs

Apply par. 6320(4)(b)

~~Destroy when
20 years old.~~

Withdrawn

(5) NURSING RECORDS

(a) Nursing Care Plans, Medication and Treatment Cards, Stat/
Daily Orders, Patient Intake and Output (such as DD 722).

Destroy
when patient
is discharged
or earlier if
appropriate data
has been recorded.

(b) Ward Reports, Day Books and Nursing Service Reports

Destroy when
1 year old or
earlier if purpose
is served.

(6) PATHOLOGY AND CLINICAL LABORATORY RECORDS

(a) Tissue Examinations

1 Pathology Laboratory copies

Destroy when
15 years old.

2 All other copies

Destroy when
1 year old or
earlier if purpose
is served.

(b) Tumor Registries (maintained at hospitals and medical centers conducting cancer programs).

Retain until
activity is dis-
established,
then destroy.

(c) Autopsy Reports (autopsy protocols, authorizations for autopsy and tissue donation, toxicological examinations (requests and reports), and related, supportive records).

See par.
6320(6)(a),
above.

(d) Surgical and Autopsy Specimen Reference Records (pathology laboratory indexes, ledgers, alphabetic name cards, AFIP contributor's lists and similar records used for reference purposes (patient name - specimen number)).

See par.
6320(6)(a),
above.

(e) Physical, chemical and bacteriological examinations of food and water

Destroy
clinical labor-
atory copies
when 1 year old.

(f) Clinical Laboratory Workload Data (statistical reports of procedures performed with summary data and related records).

Destroy when
5 years old.

(a) Prescriptions, Formularies and Drug Lists

1. Prescription forms including "polyprescription" forms

Destroy when 3 years old.

2. Formularies and drug lists (reference publications listing medicinal substances, formulas, etc., and locally prepared listings of drugs)

Destroy when 3 years old or earlier if outdated, superseded or no longer needed for reference.

(b) Narcotics, Alcohol and Controlled Drug Inventory and Accounting Records.

Destroy when 3 years old.

(8) PSYCHIATRY, PSYCHIATRIC SOCIAL WORK AND CLINICAL PSYCHOLOGY RECORDS

(a) Neuropsychiatric Inpatient and Outpatient Workload Statistics, and Psychiatric Unit Evaluations

Destroy when 2 years old.

(b) Clinical Psychology Case Files. (Documentation of the clinical psychological evaluation of individuals such as examination records of intelligence, personality, achievement, aptitude; test results; notes and observations of patient's behavior; abstracts/copies of pertinent medical records and similar materials.)

Transfer as a separate records series (group) to NPRC, (MPR) 2 years after date of last admission/treatment.

1. Active duty and retired military personnel

Destroy when 50 years old.

2. All other patient categories

Destroy when 25 years old.

(c) Psychiatric Social Work Case Files. (Notes of interviews with patients, family and other individuals relative to the patient's adjustment; evaluations of personal and social data and similar materials)

Destroy 2 years after date of last admission/treatment.

(9) SURGERY RECORDS (operation schedules, electrical conductivity test records, anesthetic data records, etc.)

Destroy when 2 years old.

(10) VISION RECORDS

(a) Eyewear prescriptions

Destroy when 1 year old.

(b) Occupational Optometry Case Files (Accumulated by medical centers, hospitals and branch clinics incident to the practice of occupational optometry)

Destroy when 5 years old, or earlier if purpose is served.

SSIC 6400-6599

SPECIAL FIELDS

SSIC 6410

AVIATION MEDICINE RECORDS

(1) AVIATION PHYSICAL EXAMINATION AND EVALUATION CASE FILES (flight jackets documenting fitness for admission to or retention in aviation training programs and as base-line medical data for follow-up during the individual's flying career).

Retain locally. Cut off annually. Destroy when 30 years old. Alternatively, transfer inactive records to the nearest FRC for interim storage and disposal if storage space is not available locally.

(2) AEROSPACE MEDICAL TRAINING RECORDS. (Individual case files documenting training and education in aerospace medicine and allied disciplines).

Apply par. 6410(1) above.

(3) AVIATOR PHYSIOLOGY TRAINING RECORDS. (Copies of reports, and records at naval aerospace physiology training units and activities using aerospace physiology training devices).

Destroy when 5 years old.

SSIC 6420

SUBMARINE AND DIVING MEDICINE RECORDS

(1) DIVING AND HYPERBARIC MEDICINE RECORDS. (Case files, forms, reports, related records and data accumulated incident to the medical management of diving and hyperbaric casualties and diseases; maintained by medical centers and hospitals having an undersea medicine service).

Transfer to nearest FRC for interim storage when 4 years old. Destroy when 25 years old.

(2) SUBMARINE MEDICINE RECORDS (documenting underwater work not in the hyperbaric state and liaison dealing in submarine matters).

Apply par. 6420(1) above.

(3) NAVY EXPERIMENTAL DIVING UNIT RECORDS (General correspondence files).

Destroy when 6 years old.

SSIC 6470

RADIOLOGICAL MEDICINE RECORDS

(1) ENTRANCE AND SEPARATION X-RAYS OF MILITARY PERSONNEL (all X-ray films exposed in conducting medical and dental examinations for entrance into and separation (discharge or release) from active duty service.

(a) Entrance Dental X-Rays (panoramic/full mouth X-rays)

Identify films as Entrance X-rays; maintain in individual's dental health care treatment record.

(b) Entrance and Separation X-rays (as prescribed by MANMED, Chapter 15).

Transfer on a current basis to NPRC (CPR), (See Note for shipping instructions.) Film files may be transferred weekly or monthly depending on the rate of accumulation. Do not hold X-rays longer than 3 months in addition to the accumulating month. Ship the films in weekly or monthly increments with the oldest week or month transferred first. Transfer X-rays to NPRC (CPR) in straight alphabetic or numeric (film number) order. Exception: Separation X-ray of military personnel may be retained locally until the individual has been separated or retired, then shipped in accordance with procedures set forth above.

Note: NARS packing and identification instructions. Do not bend, roll or fold film. Type, print, or stamp the individual's SSN and name, in that order, on the front of each jacket (film folder) or envelope used for enclosing X-rays. Retain all films for examinees

taken as a part of the entrance physical examination).

1. Accepted candidates

Forward
to cognizant
Academy.

2. Rejected candidates

Destroy when
5 years old.
Dispose by
salvaging.

(d) Disability Separation X-Rays (for active duty military patients transferred to the Veterans Administration incident to disability separation).

Transfer to
cognizant Vet-
erans Adminis-
tration hospital.

(e) X-Rays of Rejected Applicants for Military Service

1. By reason of pulmonary tuberculosis

Offer to state
public health
agency of appli-
cant's home state.
Dispose by sal-
vaging if state
health officer
considers the
X-ray report
sufficient and
does not desire
the film.

2. For medical reasons other than disease of the chest.

Dispose by sal-
vaging when
findings are
entered on the
physical examin-
ation form.

(2) DIAGNOSTIC X-RAY FILM (x-rays taken incident to examination, care and treatment of patients on an inpatient and outpatient status).

(a) Medical X-Rays - All Patient Categories (except entrance and separation x-rays of military personnel, and x-rays of foreign personnel (military and other) and their dependents covered in par. 6470(2)(a) 1., below). X-rays are maintained in terminal digit-SSN filing order in color-coded medical x-ray film jackets (including finding (alphabetic cross reference) media, index cards, pertinent sections of x-ray logs, etc.).

Destroy by salvaging
when 5 years old.
Destroy related
cross reference
media at the same
time. If space
is not avail-
able locally,
transfer inactive
jackets and
related finding
media to the
nearest FRC for
interim

not assigned an SSN un-
til the SSN is issued.
Enter the SSN on the
film jacket and ship to
NPRC (CPR). Requisition
film jackets through nor-
mal supply channels,
standard stock items NSN
7530-00-612-3950, envelope,
photographic negatives
(4 3/8" x 10 3/8") and NSN
7530-00-612-4000, do.,
14 1/2" x 17 1/2". Use
negative jackets measuring
4 3/8 x 10 3/8 inches for
all 4 x 10 inch and smaller
size film, if any are ex-
posed. Do not use larger
size jackets for these
films. Place individual
identifying data parallel
with and no lower than 1 1/4
inches below the front open
end of the jacket. Do not
enter data in the preprinted
space provided on the jacket.

Enclose all film larger than
4 x 10 inches in 14 1/2 x 17 1/2
inch jackets. However, if
14 1/2 x 17 1/2 inch jackets
are not available, use enve-
lopes of the same size. Place
the individual's SSN, name,
grade/rate and branch of ser-
vice (Navy, Marine Corps,
Army, Air Force, etc.) in the
space provided in the upper
left corner of the 14 1/2 x
17 1/2 inch jackets. If the
envelopes are used, fold the
flap so that the glued sur-
face does not come in con-
tact with the film. Place
the individual's identifying
data in the upper left cor-
ner parallel with the front
top edge of the envelope.

Use GSA standard cartons,
NSN, 8115-00-290-3386
(18" x 15" x 5 1/2") when
shipping records such as
x-ray film. Reinforce the
corners of shipping car-
tons or packages with pres-

sure sensitive, water resistant tape. Use NSN 8135-00-297-6656 (360 foot roll, 3 inches wide). Ship accumulations of films directly to NPRC (CPR). Do not prepare SF 135. Prior approval of the records center for shipment of entrance and separation x-rays is not required. Show the complete return address of the activity on all cartons or packages of x-ray films shipped to the records center. Prior to shipment, exclude all medical (diagnostic) x-rays incident to patient care covered under par. 6470(2), below.

NOTE: VA takes legal custody of entrance and separation x-rays upon receipt at NPRC (CPR).

1. Entrance X-rays consisting of chest X-rays exposed in conducting the medical examination preliminary to an individual's entry into, or reenlistment for extended active military service in either an officer or enlisted status which include:

a. Applicants accepted for reserve or regular enlistment for extended active duty or active duty for training, including applicants for aviation cadet training, officer candidate school, and flying service on enlisted status.

b. Applicants accepted for appointments for as officers, and Navy Cadets.

c. Members of the Reserve ordered to active duty for training or extended active duty under the Reserve Forces Act, as amended.

d. Former members who reenlist for additional periods of extended active duty.

e. Students and graduates of officer candidate school.

2. Separation X-rays (vice radiology records) consisting of chest and other X-rays made as part of the medical examination for release or discharge from extended active military service for all military personnel.

(c) U.S. Military Service Academies (X-rays of candidates

1. Foreign Personnel (Military and Other) and Their Dependents

(b) Dental X-Rays - All Patient Categories (except entrance x-rays of military personnel).

(c) Unidentified Medical and Dental X-Rays (films that can not be identified with patients to whom they pertain).

(3) X-Rays of civilian employees (medical diagnostic X-rays taken incident to occupational/industrial health programs for U.S. civilian employees including adjunct records, and cross reference media (index cards, pertinent sections of X-ray logs, etc.)).

(a) Negative X-Rays

(b) Positive X-Rays --with pathological findings that are not static in nature, and one representative X-ray of pathological findings that are static in nature.

storage and disposal. Transfer X-rays in terminal digit-SSN filing order; finding media in alphabetic order.

Give custody of of x-rays to the individual at time of return to the parent country. Otherwise, destroy when 5 years old.

Maintain in the individual's dental health care treatment record. Destroy by salvaging when new x-ray is taken.

Destroy by salvaging, if economically feasible.

Destroy by salvaging when 5 years old. Destroy cross reference media at the same time.

Transfer in numerical (terminal digit - SSN) order together with related finding media in alphabetic order to NPRC (CPR) 111 Winnebago St., St. Louis, MO 63118 in annual shipments. Include X-rays

of civilian
employees separated
from the naval
service over 30
days. If separ-
ation date is
unknown, trans-
fer 2 years from
the date of last
X-ray examination.

~~Destroy 40 years~~
~~after transfer to~~
~~NPRC (GPR).~~ Retention period
to be determined.

Withdrawn

Destroy when
5 years old.

(4) Radioisotope records (copies of dosage records, scan sheets, tracings, consultation reports and similar records accumulated by Medical Department facilities having diagnostic/therapeutic radioisotope services).

(a) License Applications - Radioisotopes/By-Product Materials (such as AEC Form 313 and related documents).

Destroy 5 years
after expiration
of license.

(b) Accountability and Inventory Records (documenting receipt, use, disposal of isotope/by-product materials).

Retain records
until zero bal-
ance (no material
on hand) is
achieved and the
data is inspected
and certified.
Destroy records
with zero balance
only.

(c) Radioactive Material - Accident, Theft and Loss Reports (copies of messages, forms, correspondence and related records documenting accidents, thefts, and loss of radioactive material and/or release into the environment reported by Medical Department facilities).

Destroy when
5 years old, provided
investigative
and corrective
actions have
been completed.

(5) RADIATION EXPOSURE RECORDS. (Original records documenting exposure of individuals to external radiation, e.g., alpha, beta, gamma, neutron, etc., including negative and positive results, skin and nasal contamination incidents, contaminated injuries, decontamination and treatment are maintained in the health care treatment record. (See par. 6150).)

(a) Photodosimetry Records (copies of photodosimetry records for personnel exposed to ionizing radiation including reports of audit discrepancies, errors in film exposure/interpretation and dosimeter readings, defective materials, etc., related records and summary reports and listings).

Destroy when
2 years old.

(b) Dosimetry Film (processed photodosimetry film and related film logs, worksheets, etc.).

2. Supporting records (excluding reports).

Transfer to near-
est FRC when 5
years old. Destroy
when 10 years old.

(b) Research Proposals: (health care research projects
and contracts received from individuals, commercial firms,
private institutions and others)

1. Approved proposals solicited and unsolicited.

Incorporate with
the supporting
project records.
(Apply par. 6500(1)
2 above.)

2. Disapproved proposals.

Destroy when 5
years old.

(c) Non-Record Copies of Research Project Files (at the
project office and other participating and supporting activities.)

Destroy when
5 years old or on
completion/
termination of
project.

(2) CLINICAL INVESTIGATIONAL DRUG PROJECT RECORDS (reports and
project files, forms, records and related data documenting use
of new drugs in health care delivery, including description of
the drug, dosage, uses, actions, side effects and inventories
and prescription records which are maintained in accordance with
federal regulations and other authority for Navy sponsored
clinical investigations and research studies.

(a) Preliminary, interim and final reports.

✓ Permanent. Trans-
fer to nearest
FRC when 5 years
old. Offer to NARS
when 20 years old.

(b) Project files (excluding reports)

Transfer to near-
est FRC when 5
years old. Destroy
when 10 years old.

(c) Disapproved and terminated projects

SSIC 6600-6699

apply par. 6500
(2)(b) above.

DENTISTRY RECORDS

SSIC 6600

DENTISTRY RECORDS - GENERAL

1 Film and related records

Destroy when 1 year old, provided data has been entered on the individual's DD 1141 or equivalent.

(c) Special Reports - Personnel Exceeding Exposure Limits (case files documenting personnel exceeding radiation exposure limits; medical evaluations/determinations of radiation exposure related illness/injury; advisory board findings, together with supportive records).

1. Copies of records maintained by ships and stations.

Destroy when 2 years old.

2. Files maintained by the Bureau of Medicine and Surgery.

Destroy when 75 years old.

(d) Electromagnetic Radiation (EMR) Records (documenting biological effects of and potential health hazards to military and civilian personnel from exposure/over-exposure to EMR including microwave, lasers, radar, etc.).

Apply par. 6470(5)(c), above.

(e) Radiation Exposure Reports (summary reports of personnel and related exposure data, including periodic and situational reports such as MED 6470-1, Personnel Exposure to Ionizing Radiation, together with related forms, work sheets, punch cards, microfiche, and supportive files and records)

Apply par. 6470 (5)(c).

SSIC 6500

RESEARCH RECORDS

(1) MEDICAL AND DENTAL RESEARCH AND DEVELOPMENT PROJECT FILES (consisting of a complete history of each approved project/task from initiation, through the RDT&E process to completion or termination with original manuscripts of technical reports and supportive records).

(a) Accumulated by the activity/project office having primary responsibility for the R&D effort

1. Preliminary, interim and final reports.

✓ Permanent. Transfer to nearest FRC when 5 years old. Offer to NARS when 20 years old.

(1) DAILY DENTAL SERVICE RECORDS (documentation by individual dental officers of procedures and services accomplished; used to compile dental service reports).

Destroy when
2 years old.

(2) DENTAL SERVICE REPORTS

(a) Quarterly dental statistical reports at BUMED

Transfer to WNRC
when 4 years old.
Destroy when
15 years old.

(b) At dental field activities

Destroy copies of
reports and work-
ing files when
2 years old.

(3) DENTAL EQUIPMENT AND FACILITIES REPORTS (annual reports of dental spaces, equipment, prosthetic data and utilities).

See para.
6000(2), above.

(4) DENTAL METALS (issue records, and statements and inventories of precious and special dental metals).

Destroy when
2 years old.

(5) PROSTHODONTIC WORK REQUESTS AND PRESCRIPTIONS (records of dental prostheses fabricated and metals used; maintained alphabetically by patient name).

Destroy when
2 years old.

SSIC 6700-6892

EQUIPMENT AND SUPPLIES

SSIC 6700

EQUIPMENT AND SUPPLIES - GENERAL

OK (1) EQUIPMENT INVENTORY RECORDS (reports and records documenting medical/dental equipment acquisition, replacement and budget requirements, including adjunct data as to age, condition, degree of obsolescence, etc., on forms/formats, computer listings, punched cards, tapes, etc., at BUMED command activities).

Destroy when
5 years old.

(2) IONIZING RADIATION EQUIPMENT (surveys of equipment, including evaluations of shielding, safety procedures, discrepancies, recommendations, etc., including copies of reports, forms, worksheets, letters, memoranda and similar nonrecord materials documenting the formal survey program accumulated by Medical Department facilities).

Destroy when
5 years old,
provided dis-
crepancies are
corrected.

(3) EQUIPMENT MAINTENANCE AND REPAIR RECORDS (at BUMED command

Destroy when

activities, and medical and dental departments of the operating forces; consisting of forms, reports and related records documenting administration and operation of medical/dental equipment and repair facilities in the Navy)

5 years old.

(a) Equipment Maintenance Work Orders, Work Management and Control Records: Files and records documenting frequency of servicing/down-time of individual equipment items, personnel assigned servicing-repair duties, manhours expended, costs generated, etc)

Destroy when 5 years old.

(b) Medical/Dental Equipment Maintenance Service Manuals. (files maintained on equipment requiring recurrent technical maintenance service, including detailed instructions/manuals for operating and servicing parts, lists, wiring diagrams, pictorials, etc)

Retain throughout the life cycle of the equipment item. Destroy after equipment disposal (replacement, salvage, scrap)

OK (4) LOCAL PURCHASE RECORDS (forms/punched cards documenting open market purchases of medical/dental material obtained in quantities sufficient to warrant consideration for standardization, central procurement and stocking; together with related supportive records (usage data, recommendations, etc.))

(a) At BUMED command activities

Destroy when 2 years old, or earlier if purpose served.

(b) Master Transaction Tapes (at the Naval Medical Materiel

Destroy when 5 years old.

Support Command, Philadelphia, PA).

(5) OTHER EQUIPMENT AND SUPPLY RECORDS (copies of supply workload summaries, shelf life records, excess and surplus equipment and supply records--such as SF 120, materiel improvement, and complaint records--such as DD 1899, credit plans and similar records at medical/dental treatment facilities).

Destroy when 2 years old or earlier if disposition action has been completed.