

Request for Records Disposition Authority

Records Schedule Number DAA-0065-2015-0005
Schedule Status Approved

Agency or Establishment Federal Bureau of Investigation
Record Group / Scheduling Group Records of the Federal Bureau of Investigation
Records Schedule applies to Major Subdivision
Major Subdivision Human Resources Division
Schedule Subject Individual Health/Medical Records for Non-FBI Employees
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0065-2015-0005

Sequence Number

1

Individual Health/Medical Records for Non-FBI Employees
Disposition Authority Number: DAA-0065-2015-0005-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="378 417 1175 449">Individual Health/Medical Records for Non-FBI Employees</p> <p data-bbox="378 470 1159 502">Disposition Authority Number DAA-0065-2015-0005-0001</p> <p data-bbox="378 523 1497 815">This series covers occupational and/or operational medical records related to non-FBI employees including, but not limited to, completed medical forms, signed treatment consent forms, refusal of medical care forms, diagnostic notes, and other related medical documentation. Individual health/medical records consist of medical treatment information for non-FBI employees including, but not limited to, non-hired special agent applicants, other government agency employees, contractors, visitors to FBI facilities, FBI employee family members, subjects in custody, and members of the public.</p> <p data-bbox="378 836 935 868">Final Disposition Temporary</p> <p data-bbox="378 889 870 921">Item Status Active</p> <p data-bbox="378 942 841 974">Is this item media neutral? Yes</p> <p data-bbox="378 995 824 1112">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="378 1134 1000 1187">GRS or Superseded Authority Citation N1-65-08-19 / 1</p> <p data-bbox="378 1229 688 1261">Disposition Instruction</p> <p data-bbox="378 1283 1317 1315">Cutoff Instruction Cut-off at the end of the calendar year.</p> <p data-bbox="378 1336 1240 1368">Retention Period Destroy 5 year(s) after the cutoff.</p> <p data-bbox="378 1410 688 1442">Additional Information</p> <p data-bbox="378 1464 971 1495">GAO Approval Not Required</p>

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/15/2015	Certify	Michelle Jupina	Assistant Director, Records Management Division	RMD - NA
09/22/2015	Submit for Concurrence	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services
09/23/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/23/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/25/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist