

CHANGE }
No. 12 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 1 December 1979

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF MEDICAL
FUNCTIONAL FILES

Effective 1 January 1980

This change revises files descriptions/dispositions for file numbers 902-01, 912-04, 914-05, 915-01, 916-01, 918-01, 918-03, 919-01, 919-03, 919-05, 920-01, 921-01, 921-06, 925-02, 925-03, and 926-02; completely revises subfunctional category 928, Veterinary Subsistence Service Files; establishes file series 925-05, Dental Stock Record Files; and provides general updating.

Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

AR 340-18-9, 14 August 1969, is changed as follows:

1. Changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

| <i>Remove pages</i> | <i>Insert pages</i> |
|-----------------------|---------------------|
| 5 and 6 | 5 and 6 |
| 13 and 14 | 13 and 14 |
| 19 through 30.2 | 19 through 30.2 |
| 35 through 40 | 35 through 40 |

3. File this change sheet in front of publication for reference purposes.

The proponent agency of this regulation is The Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA(DAAG-AMR-P) WASH DC 20314.

CHANGE

No. 11

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 1 September 1978

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF MEDICAL
FUNCTIONAL FILES

Effective 1 January 1979

This change revises descriptions and disposition instructions for file number 902-05, Alcohol and narcotic control files and file number 917-09, Alcohol and drug abuse rehabilitation files; establishes file number 908-09, Medical facility incident reporting files, and rescinds file number 915-07.

AR 340-18-9, 14 August 1969, is changed as follows:

1. Changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

| <i>Remove pages</i> | <i>Insert pages</i> |
|---------------------|---------------------|
| 5 and 6..... | 5 and 6 |
| 13 and 14..... | 13 and 14 |
| 21 and 22..... | 21 and 22 |
| 24.1..... | 24.1 |

3. File this change sheet in front of publication for reference purposes.

The proponent agency of this regulation is The Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAAG-AMR-P) WASH DC 20314.

By Order of the Secretary of the Army:

BERNARD W. ROGERS
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Brigadier General, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for, AR, Maintenance and Disposition of Medical Functional Files—C.

CHANGE }
No. 10 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 10 August 1977

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF MEDICAL
FUNCTIONAL FILES

Effective 1 January 1978

This change establishes additional file numbers: 912-04, Practitioner Credentialing Files; 917-10, Child Protection Case Management Files; and 917-11, Tumor Registry File. It also changes disposition instructions for file numbers, 918-04, 919-04, and 920-04.

AR 340-18-9, 14 August 1969, is changed as follows:

1. Changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

| <i>Remove pages</i> | <i>Insert pages</i> |
|---------------------|---------------------|
| 19 and 20..... | 19 and 20 |
| 24.1..... | 24.1 |
| 25 through 30..... | 25 through 30 |

3. File this change sheet in front of publication for reference purposes.

The proponent agency of this regulation is The Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAAG-AMR-P) WASH DC 20314.

By Order of the Secretary of the Army:

BERNARD W. ROGERS
General, United States Army
Chief of Staff

Official:
PAUL T. SMITH
Major General, United States Army
The Adjutant General

DISTRIBUTION:
Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Medical Functional Files--C.

CHANGE

No. 6

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 21 December 1973

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF
MEDICAL FUNCTIONAL FILES

Effective 1 January 1974

This change adds file number 917-09, Alcohol and drug abuse rehabilitation files.

AR 340-18-9, 14 August 1969, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

| <i>Remove pages</i> | <i>Insert pages</i> |
|---------------------|----------------------|
| 23 and 24 | 23 through 24.1 |
| Authentication page | Authentication page. |

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is the US Army Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAAG-AMR-P) WASH DC 20314.

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS
*General, United States Army
Chief of Staff*

Official:

VERNE L. BOWERS
*Major General, United States Army
The Adjutant General*

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Medical Functional Files: C (Qty Rqr Block No. 268).

CHANGE }
No. 5 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 25 July 1973

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF
MEDICAL FUNCTIONAL FILES

Effective 1 January 1974

This change increases the retention period for bacteriological testing files; eliminates the requirement for including indexes with clinical and outpatient records to be retired to the National Personnel Records Center; provides for longer retention of American Red Cross outpatient record files and consultation service case files in the current files area; adds file numbers 912-03, 915-06 and 915-07; modifies the description and/or disposition instructions of file numbers 903-07, 910-03, 914-02, 922-02, 926-02, and 926-03; and provides general updating.

AR 340-18-9, 14 August 1969, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

| <i>Remove pages</i> | <i>Insert pages</i> |
|---------------------|---------------------|
| 7 through 10..... | 7 through 10 |
| 19 through 22..... | 19 through 22 |
| 25 through 32..... | 25 through 32 |
| 35 and 36..... | 35 and 36 |
| 39 and 40..... | 39 and 40 |
| Authentication..... | Authentication |

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAAG-ASR-P), Washington, DC 20314.

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS
*General, United States Army
Chief of Staff*

Official:
VERNE L. BOWERS
*Major General, United States Army
The Adjutant General*

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Medical Functional Files: C (Qty Rqr Block No. 268)

CHANGE

No. 4

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 28 July 1973

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF
MEDICAL FUNCTIONAL FILES

Effective 1 January 1973

This change provides for insertion of field medical cards pertaining to active duty Army officers and enlisted personnel in the OMPF after coding; reduces retention period for death reporting files; identifies and provides disposition instructions for clinical record index files and various Army Health Nurse files; describes the indexes which are to accompany clinical and outpatient records being retired; and provides general updating.

AR 340-18-9, 14 August 1969, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

| <i>Remove pages</i> | <i>Insert pages</i> |
|----------------------|---------------------|
| 7 through 14..... | 7 through 14 |
| 17 and 18..... | 17 and 18 |
| 23 through 28.1..... | 23 through 28.1 |
| 31 through 34..... | 31 through 34 |

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAAG-ASR-P) TAGO Bldg Falls Church VA 22041.

By Order of the Secretary of the Army:

BRUCE PALMER, JR.
General, United States Army
Acting Chief of Staff

Official:

VERNE L. BOWERS
Major General, United States Army
The Adjutant General

Distribution:

Active Army, ARNG, and USAR: To be distributed in accordance with two times DA Form 12-9 requirements for AR, Medical Service—Applicable to all Army Elements—C (qty rqr block No. 106).

CHANGE }

No. 3 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 6 August 1971

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF
MEDICAL FUNCTIONAL FILES

Effective 1 January 1972

This change contains revised file descriptions and disposition instructions, and corrects errors made in printing.

AR 340-18-9, 14 August 1969, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

| <i>Remove pages—</i> | <i>Insert pages—</i> |
|----------------------|----------------------|
| 7 through 10 | 7 through 10 |
| 13 and 14 | 13 and 14 |
| 17 and 18 | 17 and 18 |
| 23 through 28 | 23 through 28.1 |
| 33 and 34 | 33 and 34 |
| 39 and 40 | 39 and 40 |
| Authentication | Authentication |

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAAG-ASR-P) TAGO BLDG FALLS CHURCH VA 22041.

By Order of the Secretary of the Army:

Official:

VERNE L. BOWERS,
*Major General, United States Army,
The Adjutant General.*

W. C. WESTMORELAND,
*General, United States Army,
Chief of Staff.*

Distribution:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9 requirements for AR, Medical Service—Applicable to All Army Elements: C (Qty Rqr Block No. 106).

☆ U.S. GOVERNMENT PRINTING OFFICE: 1971-480-801/3052A

TAGO 3052A

CHANGE

No. 2

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 26 January 1971

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF
MEDICAL FUNCTIONAL FILES

*Effective 1 January 1971 in accordance with DA message AGAR-P
181854Z Dec 70*

This change eliminates the need to create register number files and establishes revised disposition standards for nominal index files and diagnosis, operation, death, or similar index files. Any local needs can be met by using file number 916-08.

AR 340-18-9, 14 August 1969, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages 23 and 24 and insert new pages 23 and 24.
3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to The Adjutant General, ATTN: AGAR-P, Department of the Army, Washington, DC 20315.

By Order of the Secretary of the Army:

W. C. WESTMORELAND,
*General, United States Army,
Chief of Staff.*

Official:

KENNETH G. WICKHAM,
*Major General, United States Army,
The Adjutant General.*

Distribution:

Active Army, ARNG, and USAR: To be distributed in accordance with DA Form 12-9 requirements for AR, Medical Service—Applicable to all Army Elements—C (qty rqr block No. 106).

*This change supersedes DA message AGAR-P 181854Z Dec 70 (U), subject: Change to AR 340-18-9 (Change 2).

CHANGE }
No. 1 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 15 July 1970

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF
MEDICAL FUNCTIONAL FILES

Effective 1 January 1971

This change contains revised file descriptions and disposition instructions, corrects errors made in printing, and rescinds the appendix.

AR 340-18-9, 14 August 1969, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

| Remove pages— | Insert pages— |
|----------------------|-------------------|
| 13 through 16..... | --- 13 through 15 |
| 25 through 30..... | 25 through 30 |
| 35 and 36..... | 35 and 36 |
| A-1 through A-6..... | ----- |

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to The Adjutant General, ATTN: AGAR-P, Department of the Army, Washington, DC 20315.

By Order of the Secretary of the Army:

W. C. WESTMORELAND,
General, United States Army,
Chief of Staff.

Official:
KENNETH G. WICKHAM,
Major General, United States Army,
The Adjutant General.

Distribution:
Active Army, ARNG, and USAR: To be distributed in accordance with DA Form 12-9 requirements for AR, Medical Service-Applicable to all Army Elements—C (qty rqr block No. 106).

11 October 1974

C7, AR 340-18-9

*AR 340-18-9

ARMY REGULATION }
No. 340-18-9 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 14 August 1969

OFFICE MANAGEMENT
MAINTENANCE AND DISPOSITION OF
MEDICAL FUNCTIONAL FILES

Effective 1 January 1970

Local supplementation of this regulation is prohibited except upon approval of The Adjutant General.

1. **Applicability.** *a.* This regulation is applicable to all Department of the Army elements except Active Army TOE units below division level, Army Reserve elements, ROTC elements, Army National Guard units, and TDA units conducting basic combat training or advanced individual training.

b. Offices responsible for medical functions will use this regulation to identify, maintain, and dispose of records documenting these functions. The identification, maintenance, and disposition of records of this nature maintained by other offices will be governed by AR 340-18-1 and/or the Army regulation in the 340-18 series pertaining to the function of the office.

2. **Related regulations.** AR 340-18-1 contains basic procedures to be used with the Army Functional Files System and the file numbers, descriptions, and retention periods for Office Housekeeping Files. File numbers, descriptions, and retention periods for files relating to major categories of records documenting mission functions are contained in Army Regulations 340-18-2 through 340-18-15 which are distributed only to the organizations performing the functions concerned.

*This regulation, together with AR 340-18-1, AR 340-18-2, AR 340-18-3, AR 340-18-4, AR 340-18-5, AR 340-18-6, AR 340-18-7, AR 340-18-8, AR 340-18-10, AR 340-18-11, AR 340-18-12, AR 340-18-13, AR 340-18-14, and AR 340-18-15, all dated 14 August 1969, supersedes AR 345-210, 31 October 1962, including all changes.

TAGO 173A

★3. **Scope.** Under the Army Functional Files System, medical files, a major functional category, has been assigned the basic file number 900. This regulation contains file numbers, descriptions, and retention periods for files relating to the development and direction of a program of medical care for members of the active Army and their dependents and for other categories of eligible personnel, providing medical information, establishing and applying standards for medical fitness, conducting medical examinations, caring for medical facility inpatients and outpatients, providing medical treatment for civilian employees, preventing sickness and injury, providing dental care, and providing care for animals owned by the Army and its members. Common mission files are described in this regulation under file numbers 901-01 through 901-08. Other mission files are grouped into 28 subfunctional categories, as follows:

| <i>Subfunctional category file No.</i> | <i>Subfunctional category file title</i> | <i>Page No.</i> |
|--|--|-----------------|
| 902 | Medical program files..... | 6 |
| 903 | Medical statistics files..... | 7 |
| 904 | Medical information files..... | 10 |
| 905 | Dependents medical care files..... | 11 |
| 906 | Medical standards files..... | 12 |
| 907 | Medical examination files..... | 13 |
| 908 | Medical treatment facility reporting files..... | 14 |
| 909 | Inpatient accountability and status files..... | 15 |
| 910 | Patient fund, property, and financial files..... | 17 |
| 911 | Food service files..... | 18 |
| 912 | Professional medical services files..... | 19 |
| 913 | Pharmacy services files..... | 20 |
| 914 | Laboratory and pathological services files..... | 21 |
| 915 | Nursing service files..... | 22 |
| 916 | Indexes and duplicate medical records files..... | 23 |
| 917 | Medical record files on individuals..... | 24 |
| 918 | Clinical record files..... | 25 |
| 919 | Outpatient record files..... | 27 |
| 920 | Consultation service files..... | 28 |
| 921 | Medical X-ray film files..... | 29 |
| 922 | Occupational health service files..... | 31 |
| 923 | Preventive medicine files..... | 32 |
| 924 | Army health nurse files..... | 34 |
| 925 | Dental services files..... | 35 |
| 926 | Individual dental files..... | 36 |
| 927 | Dental X-ray film files..... | 37 |
| 928 | Veterinary subsistence service files..... | 38 |
| 929 | Veterinary animal service files..... | 40 |

SECRETARY OF THE ARMY DEPT OF ARMY FILES - PATTEN 829

901 COMMON MISSION FILES

1. Common mission files may accumulate in any office to document the performance of its assigned medical activities. However, all the common mission files seldom will accumulate in a single office.
2. Abbreviated titles have been used to identify these common mission files. The abbreviated titles alone will not be used for labeling files. Abbreviated titles will be preceded by a title prefix that describes the records to be filed. For example: 901-01 Medical instruction files; 901-02 Medical standards administrative files; 901-07 Pharmacy services reference paper files.

| File No. | Description |
|----------|--|
| 901-01 | Instruction files. Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material. These files accumulate in offices responsible for preparation and interpretation of instructions and include coordinating actions, studies, interpretations, and published record copies of instructions, such as regulations, supplements, memorandums, circulars, pamphlets, and bulletins; SOPs or similar issuances; messages used for expeditious interim changes to instructions; technical newsletters or comparable media used to forward semi-official and authoritative instructions; and official training materials. |
| 901-02 | Administrative files. Documents relating to the overall or general routine administration of medical activities, but exclusive of specific files described in this regulation. These files include, but are not limited to: <ol style="list-style-type: none"> a. Routine comments on regulations, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission or function of the office, documents should be filed with the appropriate mission functional files. b. Evaluations of suggestions that do not result in issuing an instruction or establishing a project. c. Program and budget documents, management improvement reports, cost reduction reports, and comparable management reports prepared to submit data to offices responsible for these management functions. d. Extracts of IG, GAO, AAA, or comparable reports of inspections, surveys, or audits that pertain to the operation of the mission or function. e. Documents relating generally to the application of ADPS and PCM operations within the functional area relating to medical activities. f. Comments on or contributions to news releases or other media furnished to information officers to publicize and promote the mission or functions. |
| 901-03 | Agreement files. Documents relating to agreements between elements of the Army, between the Army and other military services or Federal agencies, or between the Army and other nonfederal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations and the Army for the purpose of providing or obtaining various types of support services. The services |

Offices of major subcommands

- A. Disposition**
 Offices of HQ Department of the Army, offices of major ~~and intermediate~~ ~~command headquarters,~~ and elements in a combat zone or designated as a combat support element in a combat zone (as defined by AR 310-25). Permanent. Cut off annually or on supersession or obsolescence, as reference needs require.
- B.** Other offices: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.
- Destroy after 2 years or on discontinuance, whichever is first. However, Documents in the cutoff file that require additional action or relate to reopened cases should be brought forward for filing in the current file.

Officer in 5 year blocks after 20-25 years

14 August 1969

| File No. | Description | Disposition |
|----------|--|--|
| | include logistic, medical, administrative, fire protection, facilities, payroll, and similar support on a one-time or continuing basis; and on a reimbursable or nonreimbursable basis. Included are agreements, agreement checklists, amendments, review comments, related correspondence, and similar documents. | fer of personnel spaces and materiel will be destroyed 3 years after supersession, cancellation, or termination of the agreement. |
| | | Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of the agreement. Earlier destruction is authorized. |
| 901-04 | Orientation and briefing files. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or vugraphs, copies of specially prepared handouts, and related or similar documents. | Destroy on supersession or obsolescence. <i>(A1) Elements of HQDA, major commands, and major sub-commands; Permanent.</i> |
| 901-05 | Committee files. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which the Department of the Army participates as well as committees within all echelons and elements of the Army. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents. | <i>A</i> Office of committee chairman or secretariat, whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record: Permanent Cut off when no longer needed for current operations. <i>Offer 20 years after cutoff.</i> <i>B</i> Offices of other committee members: Destroy when no longer needed for current operations. <i>(A2) Elements at other command levels; Destroy 10 years after committee is dissolved.</i> |
| 901-06 | Staff visit files. Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This description is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visit, recommendations, and other directly related documents. | Office performing visit: Destroy 1 year after completion of next comparable visit or on completion of related study. Office Visited: Destroy after 2 years, except files relating to recurring staff visits will be destroyed on completion of the next visit. |
| 901-07 | Reference paper files. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action—as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated reference papers may relate to varied subjects and functions, they should bear a title relating them to the functions, subfunction, process, or action they are used with. Reference paper files consist of the following types of documents: a. Notes, drafts, feeder reports, news clippings, similar working papers, and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action. This description does not include official and quasi-official recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other record. b. Cards, listings, indexes, and similar documents used for facilitating and controlling work. | Cut off on completion of the communication, study survey report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized. Destroy when no longer needed to facilitate or control work. |

NCI-AU-81-5,
item 1 and
NCI-AU-78-64,
item 1;
noted by RAW,
81

1 December 1979

C 12, AR 340-18-9

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|--|---|
| | <p>c. Copies of technical documents, intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publications files.</p> <p>d. Documents received for general information purposes that require no action and are not required for documentation of specific functions.</p> <p>e. Extra copies of documents maintained by action officers that reflect actions taken by the action officer. Such files should not be established unless absolutely necessary.</p> <p>f. Copies of documents accumulated by supervisory offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower echelon offices of the same organizational element which is responsible for performing the action, process, or function. Such files should be established only when necessary, not in each office of the same organizational element.</p> | <p>Destroy when superseded, obsolete, or no longer needed for reference.</p> <p>Destroy after 1 year. Earlier destruction is authorized.</p> <p>Destroy after 1 year. Earlier destruction is authorized.</p> <p>Destroy after 1 year. However, documents in the active file that require additional action or relate to reopened cases should be brought forward for filing in the current file. Earlier destruction is authorized.</p> |
| 901-08 | <p>Unidentified files. Documents relating to the performance of mission activities not described in this regulation.</p> <p><i>Note.</i> Use of this temporary file number requires prior approval of the organization's records management officer.</p> | <p>Retain in CFA until file number is added to this regulation.</p> |

902 MEDICAL PROGRAM FILES

These files are related to the administration of the Army medical program.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|---|---|
| 902-01 | Blood program files. Documents related to administering the Army Blood Program. Included are documents relating to blood grouping, blood collection, procurement of blood, method of payment, interchange of blood between installations, notifications of the existence or activation of blood donor centers, and similar matters. | Office performing Army-wide staff responsibility: Destroy after 25 years. ★Other offices: Destroy after 5 years, or when no longer required for medical/reasons, whichever is later. |
| 902-02 | Activity reporting files. Documents reflecting the activities of the Army Medical Department, such as narrative accounts of the organization; sanitation at the organization; steps taken for the prevention of diseases, morbidity, and mortality of troops servicing the organization; and other subjects of hygiene and professional medical interest. Included are activities reports, statistical tables and charts appended thereto, and similar or related documents. | Offices performing Army-wide staff responsibility: Permanent. Reporting offices: Destroy after 5 years. |
| 902-03 | Medical daily diary files. Documents reflecting important events in chronological order. Included are journals, diaries, and similar or related documents. | Permanent. Cut off annually, or when diary is filled, as appropriate. |
| 902-04 | Scientific and professional article files. Documents relating to preparation, review, and approval of articles for publication in civilian scientific and professional periodicals. Included are comments and recommendations of reviewing offices, copies of the proposed articles, approvals, reprints, and similar or related documents. | Destroy after 5 years. |
| 902-05 | Alcohol and narcotic control files. Documents relating to Treasury Department and Internal Revenue Service regulations, export and import of narcotics, issuance and cancellation of permits to procure tax free alcohol and similar matters. Included are letters, messages, extracts of directives, cards, printouts, and similar or related documents. | Destroy after 5 years. |
| 902-06 | Treatment unit inspection files. Rescinded. | |
| 902-07 | Secretary of the Army designee files. Documents relating to the designation of certain ineligible individuals, by the Secretary of the Army, to receive medical care in Army medical treatment facilities. These files accumulate in the Office of The Surgeon General, HQDA, only. Included is evaluation of requests, recommendations, medical records, and related documents. | Destroy after 10 years. Retain in CFA. |

903 MEDICAL STATISTICS FILES

These files relate to the collection and analysis of statistical data pertaining to the health of the Army, the preparation of statistical reports and compilation of data for use in establishing medical doctrine, policies, and procedures.

| File No. | Description | Disposition |
|----------|---|--|
| 903-01 | Medical statistics summary files. Documents summarizing medical statistical data received from field installations and activities and other sources. Included are summaries of weekly statistical reports, weekly disease rates, weekly health reports, weekly hospitalization reports, reports of bed status, patients remaining summaries, comparable reports and summaries, and related background data. | Office performing Army-wide staff responsibility: Permanent. Other offices: Destroy when no longer needed for reference. |
| 903-02 | Medical statistical reporting files. Documents reflecting statistical information on such matters as strength, admission, disposition, and number of patients under treatment at medical facilities, patients occupying beds, days lost by patients, outpatient treatments, specialized type of treatment, and similar data. Included are reports on bed and patients, morbidity, outpatient specialized type of treatment, and similar or related documents. | Office performing Army-wide staff responsibility: <i>Morbidity and outpatient reports</i> : Permanent. Retire after 10 years in CFA except oversea unit reports will be retired after 2 years. <i>Other reports</i> : Destroy after 10 years. Other offices: Destroy after 2 years or on discontinuance, whichever is first. |
| 903-04 | Medical statistics machine tabulation files. Documents reflecting statistical data extracted from the individual medical records forwarded to the Department of the Army. Included are machine tabulations and related documents. | Tabulations containing data not extracted to other permanent records: Permanent. Retire when no longer needed for current operations. Other tabulations: Destroy 1 year after completion of analysis. |
| 903-05 | Detail and summary tabulating card files. Documents reflecting data extracted from individual records and forwarded to Department of the Army by medical treatment facilities and Armed Forces Examining and Entrance Stations (AFEES). They are used to prepare basic medical and health statistical tables on morbidity, medical examinations of registrants, and similar medical data. Included are punched cards and magnetic tapes containing individual medical record data, cards pertaining to individuals examined at AFEES, and similar or related documents. | Destroy 25 years after completion of the statistical study to which they pertain. |
| 903-06 | Source document files. Documents used in preparing personnel reports and punched cards. Included are admission worksheets, patient control registers, personnel accounting cards, change-in-status documents, and similar or related documents. | Destroy after 3 months or on discontinuance, whichever is first. However, personnel accounting cards will be destroyed when information contained therein is no longer required. |
| ★903-07 | Entrance examination files. Documents reflecting medical information on inductees and enlistees rejected for medical reasons. These documents are forwarded to US Army Health Services Data Systems Agency by Armed Forces Examining and Entrance Stations. Included are copies of reports of medical examination and related documents. | Sampled records: Destroy after 2 years. Earlier disposal is authorized. Nonsampled records: Destroy after 1 year. Earlier disposal is authorized. |
| 903-08 | Registrant examination summary reporting files. Documents reflecting summary information on the overall examination results, the causes for disqualification, and general physical and mental characteristics of registrants found acceptable for induction. Included are summary reports of registrant examinations for induction and related documents used for medical statistical purposes. | Destroy 1 year after completion of the project for which they are used. |

| File No. | Description | Disposition |
|----------|---|--|
| 903-09 | Health and hospitalization data files. Documents reflecting statistical data on morbidity and mortality outpatient treatments, hospital bed capacity and utilization, patient flow and census, and related statistical data extracted from reports received from field medical activities. These documents are maintained by the office performing Army-wide staff responsibility. Included are posting cards, posting sheets, and similar or related documents. | Permanent. Retire when no longer needed for current operations. |
| 903-10 | DA clinical record cover sheet files. Documents used by The Surgeon General for statistical purposes. Included are duplicate copies of clinical record cover sheets and related coding transcripts. <i>Note.</i> The record copy of the clinical record cover sheet is included in the clinical record file. | ★ Destroy on completion of statistical processing. |
| 903-11 | Transmittal OF 41 files. Documents used by medical treatment facilities and other AMEDD activities to forward to The Surgeon General the clinical record cover sheet files. Included are Optional Forms 41 and similar documents. | Office performing Army-wide staff responsibility: Destroy after completion of statistical processing. Other offices: Destroy after 3 months or on discontinuance, whichever is first. |
| 903-12 | Medical facility statistical feeder reporting files. Documents used by medical treatment facilities for local administrative operations and as a source of statistical information for the preparation of recurring reports required by higher headquarters. Included are patient statistical reports, outpatient statistical reports, clinics statistical reports, operations statistical reports, dispensary statistical reports, eye, ear, nose, and throat examination statistical reports, pregnancy case statistical reports, and similar or related documents. | Destroy after 1 year or on discontinuance, whichever is first. |
| 903-13 | Ward statistical reporting files. Documents reflecting statistical data on ward patients. Included are ward morning reports, daily and weekly census, patient strength reports, ward patient rosters, and similar or related documents. | Destroy after 3 months or on discontinuance, whichever is first. |
| 903-14 | Field medical card files. Documents relating to medical treatment of individuals by aid stations, clearing stations, and non-fixed dispensaries. Included are US Field Medical Cards and related documents. | Coding offices: On completion of weekly coding, alphabetize and make the following disposition: <i>Military personnel:</i> Forward as follows: ★ <i>a.</i> Active duty Army officers: HQDA (DAPC-PAR), 200 Stovall Street, Alexandria, VA 22332 for insertion in official military personnel file. <i>b.</i> Active duty Army enlisted: Commanding Officer, US Army Personnel Services Support Center, Fort Benjamin Harrison, IN 46249, for insertion in official military personnel file. <i>c.</i> Active duty Navy/Marine Corps personnel: The Surgeon General, US Navy, Washington DC 20390. <i>d.</i> Active duty Air Force personnel: The Surgeon General, US Air Force, Washington, DC 20314. ★ <i>e.</i> All other US uniformed personnel: HQDA (DASG-IICP), WASII DC 20314. |

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C 8, AR 340-18-9

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|--|---|
| | | <i>Civilian personnel:</i> Destroy after 25 years. Retire to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118. ★ <i>Foreign nationals:</i> Within an oversea area, forward to the appropriate national authorities. Within CONUS, forward to HQDA (DASG-HCP), WASH DC 20310. ★ <i>Prisoners of war:</i> HQDA (DAPE-HRE-PO), WASH DC 20314. Other offices: Destroy after 3 months. |
| 903-15 | Telegraphic morbidity reporting files. Documents reflecting rapid changes in morbidity levels. Included are periodic telegraphic reports of incidence of specified diseases, strength served, and similar data. | Office performing Army-wide staff responsibility: Destroy when no longer required for statistical purposes. Other offices: Destroy after 2 years, or on discontinuance, whichever is first. |
| 903-16 | Death record control files. Documents used by Headquarters, Department of the Army in obtaining and compiling information on deaths. Included are casualty reports, clinical record cover sheets, and similar or related documents. | Destroy on completion of tabulation and analysis. |
| 903-17 | Medical statistics data-source files. Documents relating to interpretation of data on morbidity, mortality, hospitalization, casualty logistics, physical disqualification for military service, nosology, military and general biostatistical methods, and similar matters. This data is not readily available elsewhere and is required for effective performance of the US Army medical statistics function. Included are selected completed studies, reports, compilations, copies of professional or technical correspondence, and similar or related documents. | Permanent. Retire when no longer needed for current operations. |
| 903-18 | Statistical health table and chart files. Documents reflecting medical statistics such as morbidity and mortality rates. Included are statistical tables, vital statistics charts, and similar or related documents. | Destroy when no longer needed for current operations. |
| 903-19 | Medical study-preparation files. Documents relating to projected or in-process studies of morbidity, mortality, hospitalization, casualty logistics, physical disqualifications for military service, nosology, and statistical methods (including ADP techniques and applications). Included are copies of detailed requests for data, procedural instructions, technical notes and memoranda, worksheets, drafts of narrative analysis, and similar or related documents. | Destroy on completion of project. |

904 MEDICAL INFORMATION FILES

These files relate to the release of medical information and access to medical records.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|---|---|
| 904-01 | Medical care inquiry files. Documents reflecting inquiries received from private individuals and Congress for nonprivileged information on such matters as medical treatment received, status of physical condition, transfer of individual patients, eligibility for medical care, and application for treatment. Included are approved requests, disapproved requests, and similar or related documents. | Destroy after 6 years. |
| 904-02 | Medical records access files. Documents related to authorizing access to medical records for the purpose of unofficial research and study. Included are requests for access, agreements, approvals of authorizations, and similar or related documents. | ★Office responsible for authorizing the access: Destroy after 25 years. Other offices: Destroy after 2 years or on discontinuance, whichever is first. |
| 904-03 | Medical information release files. Documents relating to the release of medical information which cannot be filed with retired or transferred medical records and X-rays. Included are statements of patient's consent to the release, letters requesting the release, and similar or related documents. (See para 6-5d, AR 40-400 for disposition of such documents when they can be filed with clinical, outpatient, or health records.) | ★Destroy after 25 years. |

Med CARE

med info release files

905 DEPENDENTS MEDICAL CARE FILES

These files relate to medical and dental care for dependents of uniformed services personnel.

| File No. | Description | Disposition |
|----------|--|--|
| 905-01 | Nonavailability statement files. Documents used in authorizing civilian medical care for dependents of military personnel when local medical treatment facilities of the uniformed services are unable to provide the required treatment. Included are nonavailability statement forms and similar or related documents. | Destroy after 3 years or on discontinuance, whichever is first. |
| 905-02 | Remote area designation files. Documents accumulated in designating certain remote military medical facilities to provide dental care to dependents of uniformed services personnel and civilian employees. Included are requests for designation with related background papers, approvals, and similar or related documents. | <p>★ Office performing Army-wide staff responsibility: Responsible. Cut off after disapproval or withdrawal of designation.</p> <p>Other offices: Destroy 2 years after disapproval or withdrawal of the designation.</p> |

See NCT AU-75-9
 "destroy 25 years
 after disapproval
 or withdrawal
 of designation."

906 MEDICAL STANDARDS FILES

These files relate to the establishment and implementation of medical standards and physical profiling for selection, assignment, retention, continuation, and disposition of personnel in military service.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|---|--|
| 906-1 | ★ Medical review files. Documents relating to medical fitness for appointment, retention in service, promotion, special assignment, and separation. Included are extracts of medical examination, psychological evaluation reports, and similar or related documents. | Destroy after 3 years. |
| 906-02 | Mental competency review files. Documents related to determining the degree and ability of active and retired Army military personnel to use their mental faculties in handling personal problems of normal day-to-day living. Included are determinations and similar or related documents. | Destroy after 2 years. |
| 906-03 | Medical classification files. Documents relating to the physical classification of personnel. Included are work sheets, cards, and similar or related documents. | Destroy after 2 years or on discontinuance, whichever is first. |
| 906-04 | Medical board files. Documents reflecting determination of fitness for active duty. Included are medical board proceedings and related documents. | Destroy after 5 years. |
| 906-05 | Physical evaluation board files. Documents relating to review of medical board findings to determine if an individual should be discharged, placed on TDRL, or returned to active duty. Included are physical evaluation board proceedings and similar or related documents. | Destroy after 2 years, or on discontinuance, whichever is first. |

907 MEDICAL EXAMINATION FILES

★These files relate to medical examinations for entrance into the US Military Academy Preparatory School, the US Military Academy, and the ROTC Program; appointment, enlistment, and induction into the Active Army; retention and promotion; flying duty; mobilization; ROTC summer camp; and similar circumstances. Excluded are medical examinations filed in individual health records, medical board files, physical evaluation board files, and AFEES examination files.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|---|---|
| 907-01 | Rejected USMA applicant medical examination files. Documents relating to applicants for the US Military Academy Preparatory School and US Military Academy who were rejected due to physical deficiencies. These documents are accumulated by The Surgeon General. Included are reports of medical examination, reports of medical history, and similar or related documents. | Destroy after 5 years. |
| 907-02 | ROTC medical examination files. Documents relating to medical examinations for the advanced ROTC Program, ROTC summer camp, appointment in the USAR, and ROTC flight training. Included are reports of medical examination and related documents. | Office performing Army-wide responsibility: Destroy after 3 years. Other offices: Destroy after 1 year. |
| 907-03 | Rescinded. | |
| 907-04 | ★Medical examination files. Documents related to determining physical fitness for admission to the US Military Academy Preparatory School and the US Military Academy; appointment, enlistment, and induction into the Active Army; retention, promotion, separation, flying duty, and mobilization; and similar circumstances. These documents are accumulated by medical facilities which conduct medical examinations. Included are copies of reports of medical examination, medical history, and similar or related documents. Documents accumulated AFEES will be maintained in accordance with subfunctional category 704, AR 340-18-7. | Destroy after 1 year. <i>Note.</i> The originals of Standard Forms 88 and 93 and related documents pertaining to USMA applicants will be forwarded in accordance with AR 40-501. |

908 MEDICAL TREATMENT FACILITY REPORTING FILES

These files relate to reports prepared by Army medical facilities and forwarded to higher headquarters or other agencies.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|---|--|
| 908-01 | Physical medicine reporting files. Documents reflecting such information as treatment of patients in the physical medicine service, participation and treatment in occupational therapy, and disposition of patients. Included are physical medicine daily attendance reports relating to physical therapy and physical reconditioning; occupational therapy participation reports; reports to the hospital registrar; monthly reports of hospitalization of patients; and similar or related documents. | Destroy after 1 year or on discontinuance, whichever is first. |
| 908-02 | Pay patient treatment reporting files. Retained copies of documents reflecting information on pay patients treated in Army medical facilities. Included are letters, forms, printouts, and similar or related documents. | Destroy 1 year after the close of the fiscal year to which they pertain, or destroy on discontinuance, whichever is first. |
| 908-03 | VA hospitalization reporting files. Documents reflecting admission and disposition of VA beneficiaries. Included are monthly reports relating to service connected and nonservice connected disabilities, total patient days and available beds, and similar information. | Destroy after 3 months or on discontinuance, whichever is first. |
| 908-04 | Foreign national hospitalization reporting files. Documents reflecting hospitalization of foreign nationals by Army medical treatment facilities. Included are letters, forms, printouts, and similar or related documents. | Office performing Army-wide responsibility: Destroy after 2 years or on discontinuance, whichever is first. Medical facilities: Destroy after 1 year. |
| 908-05 | Birth reporting files. Documents reflecting births at Army installations which are reported to civil or military authorities. Included are letters, forms, printouts, and similar or related documents. | Files dated prior to 1916: Permanent. Files dated 1916 to present: Destroy after 2 years. |
| 908-06 | Death reporting files. Documents related to reporting deaths within Army medical facilities to the hospital registrar or administrative officer of the day and reporting deaths at Army installations to civil health authorities. Included are hospital report of death forms, State death certificate forms, and similar or related documents. | Destroy after 2 years. |
| 908-07 | Rescinded. Use 908-06. | |
| 908-08 | Hospital inspection reporting files. Documents relating to internal sanitary inspections of hospitals such as inspections of wards, quarters, messes and foods, and barber and beauty shops. Included are inspection reports, reports of corrective action taken, reclaims, and similar or related documents. | Destroy after 1 year or on discontinuance, whichever is first. |
| 908-09 | Medical facility incident reporting files. Documents relating to involvement of a patient in an unusual occurrence or accident in a medical facility. Included are reports of unusual occurrences and related documents. | Destroy in CFA after 7 years. |

909 INPATIENT ACCOUNTABILITY AND STATUS FILES

These files relate to admission, transfer, and discharge of patients from Army medical facilities; and the condition of patients in hospitals.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|---|--|
| 909-01 | Admission and disposition files. Documents reflecting patients admitted or discharged from the hospital and interward transfers. Included are admission and disposition sheets, daily patient strength recapitulation documents, and similar or related documents. | Destroy after 5 years. |
| 909-02 | Hospital arrival notice files. Documents prepared by the first Army hospital in the continental United States to admit a patient evacuated from overseas for definitive treatment. Included are notices reflecting such information as the patient's name, emergency address, admission date, diagnosis, and the specialized treatment required; and similar or related documents. | Oversea commands: Destroy after 6 months or on discontinuance, whichever is first. Other offices: Destroy after 1 year or on discontinuance, whichever is first. |
| 909-03 | Operation order and schedule files. Documents used to order and schedule operations. Included are surgery rosters and similar or related documents. | Destroy after 1 month or on discontinuance, whichever is first. |
| 909-04 | Bed availability files. Documents relating to the availability and use of hospital beds. Included are cards, lists, and similar or related documents. | Office performing Army-wide staff responsibility: Destroy after 2 years or on discontinuance, whichever is first. Other offices: Destroy after 3 months or on discontinuance, whichever is first. |
| 909-05 | Control card files. Documents used by wards to account for patients assigned to it. Included are plain cards, ruled cards, card forms, or punched cards; and similar or related documents. | Destroy on discharge or transfer of patient. |
| 909-06 | Intervening illness statement files. Documents related to justifying noncompliance with orders due to illness. Included are reports and similar or related documents. | Destroy after 6 months or on discontinuance, whichever is first. |
| 909-07 | Seriously ill suspense files. Documents related to reporting seriously ill patients or requesting the removal of patient names from the seriously ill list. Included are reports and similar or related documents. | Destroy on disposition or death of patient. |
| 909-08 | Patient medical status files. Documents used to keep registrars informed of a patient's medical status. Included are diagnosis slips and similar or related documents. | Destroy 3 months after patient is released from hospital or on discontinuance, whichever is first. |
| 909-09 | Seriously ill roster files. Documents used for informing the patient's next of kin or other appropriate persons when the patient is seriously ill. Included are rosters and similar or related documents. | Destroy after 3 months or on discontinuance, whichever is first. |
| 909-10 | Absence suspense files. Documents reflecting patients on leave. Included are absence requests, authorizations for absence, and similar or related documents. | Destroy on return of patient. |
| ★909-11 | Individual sick slip files. Rescinded. (Use file number 716-07.) | |
| 909-12 | VA hospitalization record files. Documents reflecting hospitalization of VA beneficiaries. Included are VA medical forms, and similar or related documents. | Destroy 3 months after disposition of the case or on discontinuance, whichever is first. |
| 909-13 | Patient transfer files. Documents relating to the transfer of patients. Included are recommendations, authorizations, and similar or related documents. | Destroy 3 months after transfer of patient or on discontinuance, whichever is first. |
| 909-14 | Patient disposition reporting files. Documents related to notifying unit commander of patient's status on discharge from a hospital and return to active duty. Included are letters, forms, and similar or related documents. | Destroy 3 months after release of patient from hospital, 3 months after expiration of date for followup examination, or on discontinuance, whichever is applicable. |

910 PATIENT FUND, PROPERTY, AND FINANCIAL FILES

These files relate to the receipt, safekeeping, disbursement, and accounting for personal funds and valuables of patients in Army hospitals; the receipt of funds from patients in payment for medical and dental services; and the payment for emergency medical treatment of personnel in civilian hospitals.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|--|---|
| 910-01 | Patient trust fund individual record files. Documents reflecting receipt and return of moneys and valuables deposited by the patients of a hospital with the custodian of the Patients' Fund. Included are patients' deposit records, authorization slips, vouchers, memorandums, receipts, correspondence, and similar or related documents. | Destroy 3 years after final withdrawal of all money and valuables. |
| 910-02 | Patient trust fund accounting files. Documents reflecting all transactions involving money and valuables of patients in a hospital. Included are checkbooks, receipt books, patients' trust fund journals, ledgers, and similar or related documents. | Destroy after 3 years. |
| 910-03 | Patient property files. Documents reflecting the receipt and return of patients' property, exclusive of the patient's funds and valuables. Included are property slips, tags, receipts, and similar or related documents. | Destroy 6 months after transfer of the patient or on discontinuance, whichever is first. |
| 910-04 | Patient clearance sheet files. Documents relating to clearance of personnel indicating turnback of property, return of books to the library, and similar clearances issued prior to departure of patients and personnel from hospitals. Included are checklists and similar or related documents. | Destroy after 1 year or on discontinuance, whichever is first. |
| 910-05 | Emergency medical treatment voucher files. Public vouchers and comparable and supporting documents accumulated in emergency medical treatment of Army military and civilian personnel and Army animals by civilian physicians, hospitals, and clinics. These files are accumulated by other than fiscal offices on which charges are presented for payment. | Destroy after 5 years, except that vouchers which are incomplete or disapproved for payment will be retained at the installation for 10 years and then destroyed. |
| 910-06 | Medical service account files. Documents relating to the process of accounting for charges and making proper distribution of funds received in payment for authorized medical and dental services. Included are patient ledger cards, invoices and receipts for collection, cash records, schedules of collection, certificates of indebtedness, copies of outpatient records, vouchers, registers, and related basic accounting documents. | Destroy 3 years after completion of collection action or 3 years after inclusion in uncollectible accounts report, as applicable. |

911 FOOD SERVICE FILES

These files relate to the administration of food services in Army medical treatment facilities.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|--|---|
| 911-01 | Food service reporting files. Documents reflecting essential financial and operating data pertinent to hospital feeding and mess operations. Included are daily records of hospital food service operations, reports, and similar or related documents. | Office performing Army-wide staff responsibility: Destroy after 5 years. Others offices: Destroy after 2 years. |
| 911-02 | Hospital master menu files. Documents related to the planning of nutritionally adequate meals for patients on modified diets as well as regular diets. Included are copies of hospital master menus and similar or related documents. | Destroy after 1 year, or on discontinuance, whichever is first. |
| 911-03 | Hospital ration accounting files. Documents reflecting meals served and rations served each day. Included are ration source data worksheets, records of meals served, ration records, and similar or related documents. | Destroy after 1 year, except that ration source data worksheets will be destroyed after 3 months. |
| 911-04 | Hospital food supply files. Documents relating to the control over receipt, storage, and issue of food items and general food service supplies. Included are food receipt and consumption records, inventories of food on hand, requisitions and invoices of food obtained from the commissary, kitchen requisitions, and similar or related documents. | ★Requisitions and invoices: Destroy after 3 months. Food receipt and consumption records: Destroy 1 year after card is filled. Other documents: Destroy after 1 year. |
| 911-05 | Individual patient diet files. Documents pertaining to dietary requirements of individual patients. Included are dietary history records and similar or related documents. | Destroy when patient is released from the hospital. |
| 911-06 | Diet therapy files. Documents used in providing diet therapy to patients in hospitals. Included are diet menu plans; food code worksheets; ward diet rosters; early, late, or delayed tray rosters; nourishment and forced fluid rosters; food distribution charts; and similar or related documents. | Destroy after 3 months. |
| 911-07 | Modified diet statistics files. Documents reflecting the number of diets served by category each day. Included are modified diet records and similar or related documents. | Destroy after 1 year or on discontinuance, whichever is first. |
| 911-08 | Hospital food production files. Documents related to processing meat and preparing items of food. Included are cooks' worksheets; food preparation worksheets; meat processing records; and similar or related documents. | Destroy after 3 months. |
| 911-09 | Recipe card files. Documents reflecting standardized recipes for food preparation. Included are recipe cards and similar or related documents. | Destroy when superseded, obsolete, or no longer needed for reference. |

912 PROFESSIONAL MEDICAL SERVICES FILES

These files relate to professional medical services such as internal medicines, surgery, psychiatry, neurology, and physical medicine.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|---|--|
| 912-01 | Professional consultant control files. Documents relating to utilization, appointment, duties, responsibilities, and compensation of professional consultants. Included are biographical sketches, travel documents and similar or related documents. | Destroy 1 year after termination of the appointment or on discontinuance, whichever is first. |
| 912-02 | Mental hygiene reporting files. Documents reflecting the incidence and prevalence of neuropsychiatric and related conditions in the Army and used to evaluate preventive psychiatry, and the methodology employed therein, in order that corrective measures may be initiated. Included are mental hygiene consultation service reports and similar or related documents. | Office performing Army-wide staff responsibility: Permanent. Other offices: Destroy after 2 years or on discontinuance, whichever is first. |
| 912-03 | Clinical investigation files. Documents relating to organized scientific inquiry, both in humans and by directly related laboratory work, into clinical problems of significant concern in the necessary health care of members of the military community, including active duty personnel, dependents, and retirees. Clinical investigations are funded under other than the RDTE appropriation. Included are investigation proposals, protocols, minutes of meetings, consent agreements, and other related documents. | Destroy after 50 years. |
| 912-04 | Practitioner credentialing files. Documents relating to the granting or denying of membership on hospital staffs and delineation of specific clinical privileges, accumulated in hospitals. Included are application for membership and specific clinical privileges; approval, denial, and reason therefor; copies of diplomas; letters from State Boards of Medical Examiners, specialty boards, previous employers, and related documents validating experience and documenting demonstrated ability. | ★Destroy 5 years after separation, retirement, or termination of employment. Retain in last medical treatment facility of appointment or employment. |

913 PHARMACY SERVICES FILES

These files relate to the requisitioning and dispensing of drugs and other pharmaceuticals by Army medical facility pharmacies.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|--|---|
| 913-01 | Drug reference files. Documents used as a source of reference to drugs available on the commercial market. Included are cards containing data extracted from journals, tear sheets, reports of board actions, and similar or related documents. | Destroy when no longer needed for reference. |
| 913-02 | Medical prescription files. Documents relating to medical prescriptions which accumulate in pharmacies. Included are bulk drug orders; prescriptions for narcotic drugs, ethyl alcohol, alcoholic liquors, and similar prescriptions; and similar or related documents. | Destroy after 5 years. |
| 913-03 | Pharmacy stock record files. Documents reflecting the receipt and expenditure of all narcotic drugs, ethyl alcohol, alcoholic liquors, and similar preparations. Included are DA Forms 3862 (Controlled Substances Stock Record) and similar or related documents. | Destroy 5 years after card is filled. |
| 913-04 | Pharmacy issue files. Documents used by pharmacy officers for requisitioning items for supply from the medical supply officer. Included are issue slips, requests for issue or turn-in and similar or related documents. | Destroy after 5 years or on discontinuance, whichever is first. |

914 LABORATORY AND PATHOLOGICAL SERVICES FILES

These files relate to developing procedures for laboratory operation; examining pathological issues, food, water, and dairy products; preparing medical illustrations; conducting research and experimental work; and procuring blood.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|--|---|
| 914-01 | Medical laboratory performance reporting files. Documents reflecting information on performance factors, number and source of specimens received, special laboratory investigations, training, status of equipment, workload backlog, and similar data. Included are letters, forms, printouts, and similar or related documents. | Office performing Army-wide responsibility: Destroy after 5 years. Other offices: Destroy after 2 years. |
| 914-02 | Clinical and pathological laboratory reporting files. Documents used by medical laboratories for informational, training, historical, or research purposes. Included are copies of reports on the pathological examination of surgical and autopsy tissues, and similar or related documents. | Armed Forces Institute of Pathology: Destroy when determined to be of no further value for historical, research, educational, or consultative purposes. Other offices: Destroy when no longer needed for reference or on discontinuance, whichever is first. |
| 914-03 | Medical illustration files. Documents prepared by medical illustration sections of Army medical facilities. Included are photographic negatives, motion pictures, original drawings, moulages, and similar or related documents. | Disposition is governed by AR 40-31. |
| 914-04 | Research and experimental case files. Documents relating to experimental and research work in process or completed. Included are documents pertaining to each individual subject. | Permanent. Retire 3 years after completion of project. |
| 914-05 | Blood donor files. Documents reflecting individuals, military or civilian, from whom blood was procured, including data as to time of withdrawal, type of blood, and similar information. Included are blood donor record cards, and similar or related documents. | ★Destroy after 5 years or when no longer required for medical/legal reasons, whichever is later. |
| 914-06 | Parasitological specimen record files. Documents relating to the receipt or shipment of parasitological specimens for analysis by medical laboratories. Included are cards and similar or related documents. | Destroy after 1 year or on discontinuance, whichever is first. |
| 914-07 | Parasitological specimen stock record account files. Documents used as a nonaccountable stock record account for parasitological specimens received and shipped by medical laboratories. Included are cards and similar or related documents. | Destroy 3 years after card is filled or on discontinuance, whichever is first. |
| 914-08 | Specimen stock reserve files. Documents reflecting all parasitological specimens received, prepared, and held in reserve at the source of supply. Included are cards and similar or related documents. | Destroy when card is filled. |

915 NURSING SERVICE FILES

These files relate to the administration of nursing services in Army medical facilities.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|---|---|
| 915-01 | Nursing service schedule files. Documents reflecting on-duty hours for personnel assisting with the nursing care of patients. Included are time schedules and similar or related documents. | ★Destroy after 1 year. Earlier destruction is authorized. |
| 915-02 | Patient condition reporting files. Documents used to keep the chief of nursing service informed of each patient's condition and of ward activities which affect the workload and determine assignment of personnel. Included are 24-hour reports and similar or related documents. | Destroy after 1 month. Earlier disposal is authorized. |
| 915-03 | Temperature, pulse, and respiration files. Documents reflecting temperature, pulse, and respiration of all patients in the ward. Included are cards, lists, and similar or related documents. | Destroy after data has been entered on the individual's clinical record. |
| 915-04 | Controlled drug register files. Documents reflecting narcotics and controlled drugs issued to wards, clinics, and dispensaries. Included are narcotic and controlled drug registers, controlled drug inventory certifications, and similar or related documents. | Destroy 3 months after completion of the form or on discontinuance, whichever is first. |
| 915-05 | Bacteriological testing files. Documents created as a result of bacteriological culture tests to determine the efficiency of sterilizers, autoclaves, and the sterilization process. Included are laboratory reports and similar or related documents. | <i>Inspected hospitals:</i> Destroy after next inspection by the Joint Commission on Accreditation of Hospitals. <i>Other hospitals:</i> Destroy after 1 year. |
| 915-06 | Register of operations files. Documents reflecting surgical procedures performed in the hospital or clinic requiring anesthesia support or monitoring. Included is register of operations forms and related documents. | Destroy in CFA after 3 years. |
| 915-07 | Rescinded. Use file number 908-09. | |

916 INDEXES AND DUPLICATE MEDICAL RECORDS FILES

These files are used by medical treatment facilities for locating medical records and for medical training and research.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|--|--|
| 916-01 | Register number files. Documents used to provide basic administrative and professional information on treatment of individual patients, groups of patients, and conditions. Included are duplicate copies of clinical record cover sheets in register number order. | ★Destroy after 20 years in CFA. |
| 916-02 | Nominal index files. Documents reflecting patient names, register numbers assigned, and other identifying items. These documents are used for establishing individual histories of admission at a medical treatment facility and are used for locating medical records. Included are plain cards, rule cards, punched cards and similar or related documents. | Destroy after 20 years. Cutoff after 10 years and hold 10 more years in CFA. Transfer RHA, hold 10 more years and destroy. Documents in cutoff files for readmitted patients will be brought forward and filed in current 10-year block. |
| 916-03 | Outpatient record index files. Rescinded. Use 901-07. | |
| 916-04 | Diagnosis, operation, death or similar index files. Documents used to facilitate selection of records of cases having a specific diagnosis, undergoing a specified surgical procedure, or separated under provisions of specific Army regulations. | Required indexes: Destroy after 20 years. Cutoff after 10 years and hold 10 more years in CFA. Transfer RHA, hold 10 more years and destroy. Special purpose indexes: Destroy when no longer required. |
| 916-05 | Rescinded. Use 903-14. | |
| 916-06 | Installation X-ray index files. Documents used for locating X-ray films. Included are nominal pathological indexes and similar or related documents. | Retire or destroy nominal indexes concurrently with the X-ray files to which they pertain. Destroy all other indexes when no longer needed for teaching or training purposes. |
| 916-07 | Troop and health clinic clinical record cover sheet files. Documents relating to the medical treatment of individuals in troop and health clinics. These documents duplicate documents forwarded to the office of The Surgeon General. Included are DA Forms 3647 and 3647-1 and related documents. | Destroy after 5 years. |
| 916-08 | Duplicate medical form files. Documents used for training, historical, research, and informational purposes. Included are duplicates of documents filed in clinical records, outpatient records, and records of medical examination. | Destroy after they have served the purpose for which they were accumulated, or on discontinuance of the medical facility, whichever is first. |
| 916-09 | Clinical record index files. Rescinded. Use 901-07. | |

917 MEDICAL RECORD FILES ON INDIVIDUALS

These files relate to the comprehensive medical history of members of the active Army, the involvement of individual patients in clinical psychology and social work, the treatment of individuals involved in the alcohol and drug abuse rehabilitation program, the treatment of individuals by using special devices, and the treatment of tuberculous alien dependents.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|--|--|
| 917-01 | Health record files. Health Record Jackets of Army, Air Force, Navy, and Marine Corps military personnel. | Disposition is governed by AR 40-403. |
| 917-02 | Physical medicine treatment files. Documents relating to patients treated in a physical medicine service. Included are cards, forms, and similar or related documents. | Destroy 1 year after completion of treatment, or destroy on discontinuance, whichever is first. <i>Note.</i> In either case, do not destroy until pertinent information has been incorporated in the patient's clinical record. |
| 917-03 | Orthopedic work order files. Documents reflecting requests for construction of appliances. Included are plain cards, ruled cards, punched cards, and card forms, and similar or related documents. | Destroy after 3 years, or on discontinuance, whichever is first. |
| 917-04 | Electroencephalographic tracing files. Documents reflecting electrical activity of the brain. Included are graphic recordings and similar or related documents. | Destroy after 2 years, or on discontinuance, except that tracings indicating abnormal conditions may be destroyed when no longer needed for teaching, research, or comparison purposes. |
| 917-05 | Spectacle issue and receipt files. Documents reflecting the diagnosis and types of spectacles prescribed in repeat refracture cases and receipt for spectacles issued. Included are cards, receipts, and similar or related documents. | Destroy after 3 months. |
| 917-06 | Alien tuberculosis files. Documents related to admitting tuberculous alien dependents to the United States. Included are requests for statements of acceptance, statements by medical officers or civilian physicians of the physical conditions of the dependent, statements of acceptance, agreements to accept treatment, and similar or related documents. | Destroy after 2 years, or on discontinuance, whichever is first. |
| 917-07 | Clinical psychology individual case files. Documents related to conducting psychological evaluations of individuals who have drug, alcohol, marital, work adjustment, and similar problems. Included are examination records of intelligence, personality, achievement, and aptitude; results of tests; doctor's notes, abstracts or copies of pertinent medical records; observations of patient's behavior; and similar or related documents. | Destroy 3 years after the case is closed, or on discontinuance, whichever is first. |
| 917-08 | Social work individual case files. Documents relating to the interview 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. Included are interviews, personal history statements, abstracts or copies of pertinent medical records, and similar or related documents. | Destroy 3 years after the case is closed, or on discontinuance, whichever is first. |

| File No. | Description | Disposition |
|----------|--|--|
| 917-09 | Alcohol and drug abuse rehabilitation files. Documents relating to rehabilitation of individuals in connection with the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP). They accumulate at ADAPCP offices throughout the Army, and at half-way houses and rap centers. Included are results of biochemical urinalysis and other tests; observation of patient's behavior; therapist's and drug education specialist's opinion and progress reports; doctor's notes; and similar or related documents. | Active duty military client files: Destroy all documents except medical consultations and laboratory slips in accordance with paragraph 10, AR 340-16, 1 year from date of expiration term of service (ETS), permanent change of station (PCS), retirement, or submission of final DA Form 4465. All medical consultations and laboratory slips will be forwarded to the custodian of the service member's health records for inclosure therein. (Exception. If the individual client records are part of a current research/program evaluation project, they may be retained beyond this 1 year period provided all client identifying data are expunged and that all client records are processed and destroyed in accordance with the above instructions upon completion of that research/program evaluation project.) |
| 917-10 | Child protection case management files. Documents relating to reported or suspected cases of child maltreatment under the provisions of the Army Child Advocacy Program (ACAP). Included are DA Form 4461-R, Child Maltreatment Incident, Case Management Summary; record of referral; investigation report and other supportive data; evaluation of case; record of services and counseling provided; treatment data; and related documents. | Dependents, retired military and DA civilian client files: Destroy all client records in accordance with paragraph 10, AR 340-16, 1 year from date client terminates participation in the Alcohol and Drug Abuse Prevention Program. (Exception. If individual client records are part of a current research/program evaluation project they may be retained beyond 1 year provided all client identifying data are expunged and that all client records are destroyed in accordance with above instructions upon completion of the research/program evaluation project.) Office having primary responsibility: Retain until the involved minor child is age 22 and then destroy. Other offices: Destroy 5 years after the end of year in which case is closed. |
| 917-11 | Tumor registry file. Documents reflecting an established diagnosis of malignant neoplasm. Included are related ledgers, reports, and chronological accounts of patient's case, therapy, laboratory data, tumor board recommendations, and autopsy protocol. | Upon inactivation of tumor registry or closure of medical treatment facility, forward all records to the Armed Forces Central Medical Registry, Brooks Air Force Base, TX 78235. |

918 CLINICAL RECORD FILES

These files include clinical record files for military personnel, dependents of military and uniformed service personnel, employees of the Federal Government, personnel of the American Red Cross, personnel of the US Merchant Marine, civilians treated in an emergency, and foreign nationals. The terminal digit filing system will be applied to clinical record files on which action is completed after 30 June 1969 or which are retrieved from previous files and incorporated with records completed after 30 June 1969. Instructions pertaining to terminal digit filing procedures for individual medical records are contained in AR 40-2. Retention periods and disposition instructions for clinical record files are prescribed below. Clinical records and outpatient records may be filed together provided they are maintained in separate file folders. Prior to retirement to records centers or the US Army Health Services Command, as appropriate, records filed by terminal digit will be separated by broad patient category (i.e., military, civilian, and foreign national).

| File No. | Description | Disposition |
|----------|--|---|
| 918-01 | Military clinical record files. Documents pertaining to Army, Navy, Marine Corps, and Air Force active and retired military personnel; Reserve, National Guard, and ROTC personnel on active duty or active duty for training; cadets and midshipmen of the US military academies; active and retired uniformed personnel of the Coast Guard, Public Health Service and Environmental Science Services Administration; and beneficiaries of the Veterans' Administration. Included are clinical folders for each individual containing medical forms and related documents. | <p>★Destroy after 50 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132, as follows, except that files pertaining to USMA cadets will be transferred to the Surgeon, US Military Academy, West Point, NY 10996:</p> <p><i>5-year clinical record libraries.</i> 5 years after the end of the year in which last medical treatment was given.</p> <p><i>Nonfixed medical facilities.</i> At the end of each month for records completed on all patients released during the month.</p> <p><i>Other medical facilities.</i> 1 year after the end of the year in which last medical treatment was given.</p> |
| 918-02 | Civilian clinical record files. Documents pertaining to dependents of military and uniformed service personnel, employees of the Federal Government, personnel of the US Merchant Marine, civilians treated in an emergency, and all other categories of personnel not referred to in file numbers 918-01, 918-03, or 918-04. Included are clinical folders for each individual containing medical forms and related documents. | <p>Destroy after 25 years. Withdraw and retire to National Personnel Records Center (Civilian), 111 Winnebago St., St. Louis, MO 63118, as follows:</p> <p><i>5-year clinical record libraries.</i> 5 years after the end of the year in which last medical treatment was given.</p> <p><i>Nonfixed medical facilities.</i> At the end of each month for records completed on all patients released during the month.</p> <p><i>Other medical facilities.</i> 1 year after the end of the year in which last medical treatment was given.</p> |
| 918-03 | Foreign national clinical record files. Documents pertaining to foreign nationals, except NATO personnel and their dependents, treated in Army medical facilities. Included are clinical records and X-rays for each individual. NATO personnel records are excluded. | <p>★CONUS facilities with 5 year clinical record libraries: Destroy after 25 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132, 5 years after the end of the year in which last inpatient treatment was given. Other</p> |

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|---|---|
| 918-04 | American Red Cross clinical record files. Documents pertaining to American Red Cross personnel treated in Army medical facilities. Included are clinical records and X-rays for each individual. | CONUS facilities: Destroy after 25 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132, 1 year after end of year in which last inpatient treatment was given. ★Withdraw and forward to Medical Officer, American National Red Cross, 18th and D Streets NW, Washington, DC 20006, 1 month after patient's medical treatment is completed. |
| 918-05 | NATO personnel clinical record files. Documents pertaining to the treatment of NATO personnel and their dependents in Army medical facilities. Included are clinical records and X-rays for each individual. | CONUS medical facilities: Forward a complete copy of the medical records for each dispositioned patient, after final treatment, to the Commander, US Army Health Services Command, ATTN: HSOP-PR, Fort Sam Houston, TX 78234, for administrative review prior to final disposition to the appropriate NATO embassy. |

919 OUTPATIENT RECORD FILES

These files include outpatient medical record files for military personnel, civilians who are US citizens, and foreign nationals. The terminal digit filing system will be applied to outpatient medical records on which action is completed after 30 June 1969 or which are retrieved from previous files and incorporated with records completed after 30 June 1969. Instructions pertaining to terminal digit filing procedures for individual medical records are contained in AR 40-2. Retention periods and disposition instructions for outpatient records are prescribed below. Clinical records and outpatient files may be filed together provided they are maintained in separate file folders. Prior to retirement to records centers, or the US Army Health Services Command, as appropriate, records filed by terminal digit will be separated by broad patient category (i.e., military, civilian, and foreign national).

| File No. | Description | Disposition |
|----------|--|---|
| 919-01 | <p>Military outpatient record files. Documents reflecting outpatient treatment or observation of retired members of the Army, Air Force, Navy, Marine Corps, and Coast Guard; active and retired uniformed members of the Public Health Service and Coast and Geodetic Survey; and beneficiaries of the Veterans' Administration. Included are outpatient folders consisting of medical forms and related documents.</p> <p><i>Note.</i> Outpatient files of active Coast Guard and other military personnel, including members of any of the Reserve components on active duty or active duty for training for more than 30 days, and cadets of the military academies are filed in the health record jacket in accordance with AR 40-403. Accordingly, outpatient files for these personnel will be forwarded for insertion in the health record jackets on completion of treatment or observation. Outpatient files of all other categories of personnel described under this file number should be forwarded, on request, to the gaining medical facility when the patient moves to a new location.</p> | <p>★Destroy after 50 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, St. Louis MO 63132, 3 years after the end of the year in which last medical treatment was given.</p> |
| 919-02 | <p>Civilian outpatient record files. Documents reflecting outpatient treatment or observation of all categories of personnel not included in 919-01, 919-03, 919-04, and 919-05. Included are outpatient folders consisting of medical forms and related documents.</p> <p><i>Note.</i> When sponsor is reassigned and the new assignment results in the use of another medical facility, forward file to the gaining medical facility on request.</p> | <p>Destroy after 25 years. Withdraw and retire to National Personnel Records Center (Civilian), 111 Winnebago St., St. Louis, MO 63118, 3 years after the end of the year in which last medical treatment was given</p> |
| 919-03 | <p>Foreign national outpatient record files. Documents reflecting outpatient treatment or observation of foreign nationals, except NATO personnel and their dependents. Included are outpatient folders consisting of medical forms and related documents.</p> | <p>★Destroy after 25 years. Withdraw and retire to National Personnel Records Center (MPR), 9700 Page Blvd, St. Louis, MO 63132, 3 years after end of the year in which last medical treatment was given.</p> |
| 919-04 | <p>American Red Cross outpatient record files. Documents reflecting outpatient treatment or observation of American Red Cross personnel. Included are outpatient folders consisting of medical forms and related documents.</p> | <p>Withdraw and forward to Medical Officer, American National Red Cross, 18th and D Streets NW, Washington, DC 20006, 1 year after the end of the year in which last medical treatment was given.</p> |

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|---|---|
| 919-05 | Army Reserve and ROTC outpatient files. Documents reflecting treatment or observation of ROTC personnel at summer camp training and Army Reserve personnel on annual training for less than 30 days. Included are records of outpatient treatment and related documents. | Destroy after 50 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132, 1 year after end of year of summer camp or annual training. |
| 919-06 | NATO personnel outpatient record files. Documents reflecting outpatient treatment or observation of NATO personnel and their dependents. Included are outpatient folders consisting of medical forms and related documents. | <p>CONUS medical facilities: Forward a complete copy of the medical records for each dispositioned patient, after final treatment, to the Commander, US Army Health Services Command, ATTN: HSOP-PR, Fort Sam Houston, TX 78234, for administrative review prior to final disposition to the appropriate NATO embassy.</p> <p>Medical facilities in oversea commands: Forward a complete copy of medical records for each patient, after final treatment to the Command Surgeon for administrative review, and then to the foreign official of the NATO country or to The Surgeon General, HQDA (DASG-HCP), WASH, DC 20314, as appropriate.</p> |

920 CONSULTATION SERVICE FILES

These files include mental hygiene consultation files for military personnel, civilian personnel who are US citizens, foreign nationals, and employees of the American Red Cross.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|---|---|
| 920-01 | <p>Military consultation service case files. Documents reflecting consultation services provided for active members of the Army, Air Force, Navy, and Marine Corps; retired members of the Armed Forces; cadets and midshipmen of the military academies; members of the Reserve components of the Armed Forces; active and retired uniformed members of the US Coast Guard, Public Health Service, and Coast and Geodetic Survey; and beneficiaries of the Veterans' Administration. These files, which are maintained by mental hygiene consultation services operating under AR 40-216, deal with problems of emotional adjustment, classification and/or reclassification, disposition, and the prevention of mental disorders. Included are case folders for each individual.</p> <p><i>Note.</i> Files described herein and in file numbers 920-02 through 920-04 below will be arranged in alphabetical sequence.</p> | <p>★Destroy after 50 years. Retire 1 year after annual cutoff to the National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132.</p> <p><i>Note.</i> Review prior to retirement and destroy working papers, drafts, duplicate copies and other material of temporary value.</p> |
| 920-02 | <p>Civilian consultation service case files. Documents reflecting consultation service provided for dependents of military personnel and, under unusual circumstances, to any other category of personnel not specified in file No. 920-01, 920-03, or 920-04. Included are case folders for each individual.</p> | <p>Destroy after 25 years. Retire 1 year after annual cutoff to National Personnel Records Center (Civilian), 111 Winnebago St., St. Louis, MO 63118.</p> |
| 920-03 | <p>Foreign national consultation service case files. Documents reflecting consultation service provided for foreign nationals. Included are case folders for each individual.</p> | <p>Disposition will be in accordance with instructions contained in file No. 918-03.</p> |
| 920-04 | <p>American Red Cross consultation service case files. Documents reflecting consultation service provided for American Red Cross personnel. Included are case folders for each individual.</p> | <p>Withdraw and forward to Medical Officer, American National Red Cross, 18th and D Streets NW, Washington, DC 20006, 1 year after the end of the year in which last medical treatment was given.</p> |

921 MEDICAL X-RAY FILM FILES

1. Exposed X-ray film files of military and nonmilitary personnel which are maintained by Army medical facilities are described within this subfunctional category. The definition of X-ray files is not limited to exposed film and is considered to also include copies of radiological reports which will be filed in the negative preserver with the related X-ray.

2. The following packing and identification instructions are applicable to procurement and separation X-ray files described under file no. 921-01.

a. X-ray films measuring 4 by 10 inches or less which are sent to the National Personnel Records Center (Civilian) for filing, will be inclosed in negative preservers measuring 4% by 10% inches. These negative preservers will be requisitioned through normal supply channels under NSN 7530-00-612-3950. Since the files of the records center will accommodate only negative preservers of that size, no other containers will be used for that purpose. The individual's social security account number or other authorized identification number, and name, in that sequence will be typewritten, stamped, or hand printed on the face of each negative preserver. It will be parallel with, and no lower than 1¼ inches below the front open end. The placing of identifying information in this position, in lieu of the space provided on existing stocks, is necessary to facilitate reference at the records center.

b. X-ray film measuring more than 4 by 10 inches will be inclosed in negative preservers measuring 14½ by 17% inches. Under no circumstances will films be sent rolled or folded, as doing so will damage them for future use. Ensure that the preserver bears the individual's social security account number, last name, first name, and middle initial in a conspicuous place that will facilitate rapid identification. In addition the personnel status will be indicated (e.g., Army, Air Force, Navy, Marine Corps, etc.).

c. The complete return address will be indicated on all shipments of X-ray films forwarded to the records center.

3. The following maintenance, servicing, and shipping instructions will be used in the maintenance and disposition of patient X-ray files described under file No. 921-06.

a. X-ray film will be maintained by the terminal digit system as specified for clinical and outpatient records. When an individual returns for additional X-rays, all previous X-ray film pertaining to him will be filed with the latest X-ray pertaining to him, in terminal digit order.

b. Films of discontinued installations which are retired to the National Personnel Records Center (Military), 9700 Page Blvd., St. Louis, MO 63132 will be packed and shipped in containers separate from those used for shipping the paper records of the installation.

4. Exposed X-ray films which cannot be associated with individuals to whom they pertain because of improper identification will be reported to Defense Property Disposal, Precious Metals Recovery Office, Naval Weapons Station Earle, ATTN: DPDPMRO, Colts Neck, NJ 07722, for appropriate disposition instructions.

| File No. | Description | Disposition |
|----------|---|---|
| 921-01 | Procurement and separation X-ray files. Includes all X-ray film exposed during medical examinations of civilians who are inducted, enlisted, appointed, or commissioned in the active military service; and members of the US Army Reserve or National Guard who enter on active duty for 6 months or longer. Also included are X-ray film exposed during medical examinations of military personnel who reenlist or receive appointments as commissioned or warrant officers. Further, all X-ray film exposed during a release from active duty or separation medical examination, except X-rays transferred to the Veterans Administration in connection with disability separation, are included. | ★Destroy after 50 years. Forward in social security account number sequence on a current basis (i.e., daily, weekly, or monthly depending on the rate of accumulation) to the National Personnel Records Center (Civilian), 111 Winnebago St., St. Louis, MO 63118. |
| 921-02 | USMA applicant X-ray files. X-ray film relating to applicants for the US Military Academy Preparatory School and the US Military Academy. | Retain 5 years. Report to Defense Property Disposal, Precious Metals Recovery Office, Naval Weapons Station Earle, ATTN: DPDPMRO, Colts Neck, NJ 07722, for appropriate disposition instructions. |
| 921-03 | Tubercular applicant and registrant X-ray files. Chest X-ray film of applicants or registrants who are rejected by reason of pulmonary tuberculosis will be made available to the official State public health agencies of the rejected individual's home state by local arrangement. | When State health officer considers the report indicating the existence of the disease alone sufficient and does not desire the file, report to Defense Property Disposal, Precious Metals Recovery Office, Naval Weapons Station Earle, ATTN: DPDPMRO, Colts Neck, NJ 07722, for appropriate disposition instructions. |
| 921-04 | Rejected applicant and registrant X-ray files. Chest X-ray film of unacceptable registrants for induction and applicants for enlistment who are rejected for medical reasons (except disease of the chest) or who fail to meet the minimum mental standards under the Universal Military Training and Service Act (50 U.S.C., Supp IV, app. 454) as amended. | X-rays pertaining to individuals having temporary defects: After 1 year, report to Defense Property Disposal, Precious Metal Recovery Office, Naval Weapons Station Earle, ATTN: DPDPMRO, Colts Neck, NJ 07722, for appropriate disposition instructions. All others: Report to Precious Metals Recovery Office, after findings have been entered on the Report of Medical Examinations. |
| 921-05 | Declined enlistment and uncalled registrant X-ray files. Chest X-ray film of applicants for enlistment who decline to enlist or signify an intention not to return for enlistment and of applicants or registrants who are acceptable but not called. | Declined enlistments: After 1 year or on discontinuance, whichever is first, report to Defense Property Disposal, Precious Metals Recovery Office, Naval Weapons Station Earle, ATTN: DPDPMRO, Colts Neck, NJ 07722, for disposition instructions. Uncalled registrants; Forward to Selective Service local board in accordance with AR 601-270. |
| 921-06 | Patient treatment X-ray film. Includes X-ray film exposed during diagnosis and treatment of patients at hospitals and dispensaries; periodic physical examinations; and X-ray film exposed during examination for promotion, flight or other special training, and conversion to Regular Army while on active duty. Also included are X-ray film exposed during | Medical facilities: Report to Defense Property Disposal, Precious Metals Recovery Office, Naval Weapons Station Earle, ATTN: DPDPMRO, Colts Neck, NJ 07722, 5 years after the end of the year in which last medical |

| File No. | Description | Disposition |
|----------|--|--|
| | <p>complete entrance medical examination and annual medical examination of agents of the Federal Bureau of Investigation when examinations are conducted by Army medical facilities. Not included are procurement or separation X-rays or X-rays pertaining to foreign nationals.</p> <p><i>Note.</i> When inpatients are transferred, X-ray film pertaining to the current period of treatment are transferred with the clinical records.</p> | <p>treatment was given. When installation is discontinued before expiration of the 5-year retention period, retire to National Personnel Records Center (Military), 111 Winnebago Street, St. Louis, MO 63118 or nearest FRC.</p> |
| 921-07 | <p>Medical X-ray teaching files. Documents used for teaching and training purposes at hospitals when an authorized teaching or training program is in effect. Included are selected groups of medical X-rays and related documents.</p> | <p>★Designated chest centers: Report to Defense Property Disposal, Precious Metals Recovery Office, Naval Weapons Station Earle, ATTN: DPDPMRO, Colts Neck, NJ 07722, for appropriate dispositions instructions, 5 years after the end of the year in which last medical treatment was given. However, appropriate X-ray film may be retained longer when needed for follow-up or research purposes. When installation is discontinued before expiration of the 5-year retention period, retire to National Personnel Records Center (Military), 9700 Page Blvd, St. Louis, MO 63132 or nearest FRC.</p> <p>When no longer needed for teaching or training purposes, report to Defense Property Disposal, Precious Metals Recovery Office, Naval Weapons Station Earle, ATTN: DPDPMRO, Colts Neck, NJ 07722, for disposition instructions.</p> |

9-2 OCCUPATIONAL HEALTH SERVICE FILES

These files relate to the Occupational Health Service of the Army (also referred to as the Army Federal Civilian Employees' Health Service Program). The purpose of this service is to provide medical treatment for on-the-job illnesses, injuries, and dental conditions requiring emergency attention; preplacement and other physical examinations; chest X-ray services, immunization programs, referral of employees to private physicians and dentists for those nonoccupational illnesses or injuries which do not require emergency treatment; medical care in occupational health service facility for beneficiaries of the Bureau of Employees' Compensation; and comparable matters relating to the health of civilian employees.

File No.

Description

Disposition

922-01

Occupational health reporting files. Documents reflecting information on the incidence of disease and injury, staffing and operational data relating to occupational health services facilities and equipment, and comparable data. Included are letters, forms, printouts, and similar or related documents.

*Office performing Army-wide staff responsibility: Destroy after 30 years. Other offices: Destroy after 2 years or on discontinuance, whichever is first.

Note. Occupational health survey files maintained by the US Army Environmental Hygiene Agency will be filed under file number 923-01.

922-02

Civilian employee medical files. Documents reflecting medical care and treatment furnished to individual civilian employees by occupational health service dispensaries and preventive medicine organizations. Included are records of laboratory and X-ray findings, records of exposures to ionizing radiation, correspondence relating to the physical condition and medical history of employees, and card records reflecting treatment furnished and absences caused by illness or injury. Excluded are dental, outpatient, clinical, and other individual medical records which are created by Army medical facilities that provide medical care to civilian employees under special circumstances. Also excluded are disability retirement medical examination certificates and health qualification placement records which are filed under 807-01, official personnel folder files, in custody of the civilian personnel office; and pre-employment and fitness-for-duty medical examination certificates filed under 807-01, official personnel folder files, in custody of the supporting medical facility.

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Destroy 30 years after separation. Place in inactive file upon separation and retire to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118, with the next regular retirement.

Note. On transfer of an Army or Air Force employee, the personnel office will forward the individual civilian employee's medical file to the gaining employing office.

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923 PREVENTIVE MEDICINE FILES

These files relate to such technical matters as control of communicable diseases, nutrition, health nursing services, insect and rodent control, location and construction of military installations and housing, water supply, waste treatment and disposal, occupational vision and hearing conservation, control of health hazards from microwave and ionizing radiation, toxicity of materials and equipment, development of new and improved methods and techniques in the field of environmental and industrial hygiene, and other segments of the preventive medicine function.

| File No. | Description | Disposition |
|----------|---|---|
| 923-01 | ★ Preventative medicine survey files. Documents relating to surveys conducted to determine existing and potential health hazards and the effectiveness of programs for controlling health hazards. Documents are accumulated by the US Army Environmental Hygiene Agency (USAEHA); the Army medical laboratories, Europe; the Army Environmental Health Engineering Agency, Okinawa; Installation Health and Environmental Activities of MEDDAC; and Department of the Army and major command headquarters. Included are survey reports and similar or related documents. | USAEHA: Destroy 10 years after completion of next comparable survey or project. <i>Note.</i> Documents required for future surveys will be retained in the active files. Other offices: Destroy after 5 years or when made obsolete by more current survey reports, whichever is first. |
| 923-02 | Dietary study files. Documents related to reviewing Army dietary standards and recommending changes where necessary. Included are studies and similar or related documents. | Destroy after 5 years. |
| 923-03 | Preventive medicine inquiry files. Documents related to furnishing routine technical information on preventive medicine matters to individuals, installations, and activities. Included is correspondence on such matters as handling, storage, and disposition of radioactive materials; safe levels of microwave radiation; toxicity of chemical substances and materials in military use; control of insects and rodents; waste disposal; and other preventive medicine matters. | USAEHA: Destroy after 5 years. Other offices: Destroy after 2 years. |
| 923-04 | Toxicity test files. Documents relating to field and laboratory investigations, prophetic patch tests and use tests of the toxicity of chemicals and items in military supply which may through contact, inhalation, ingestion, or absorption adversely affect the health of personnel. Included are test reports, communications with the Toxicological Information Center, and similar or related documents. | USAEHA: Destroy after 10 years. Other offices: Destroy after 5 years. |
| 923-05 | Veneral disease reporting files. Documents related to assembling data for the control of veneral diseases. Included are periodic reports of new cases, contact reports, special telegraphic reports, and similar or related documents. | Destroy after 1 year or on discontinuance, whichever is first. |
| 923-06 | Prostitution reporting files. Documents relating to surveys of veneral diseases and commercialized prostitution in the United States. Included are survey reports, American Social Hygiene Association reports, and similar or related documents. | Destroy on receipt of a new report or on discontinuance, whichever is first. |
| 923-07 | Communicable disease reporting files. Documents reflecting communicable diseases diagnosed in patients admitted by transfer or as casualties and among troops en route. Included are letters, forms, telegraphic messages, and similar or related documents. | Destroy after 5 years. |

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| File No. | Description | Disposition |
|----------|--|--|
| 923-08 | Epidemic disease reporting files. Documents reflecting epidemic diseases occurring at military stations or field units. Included are letters, forms, telegraphic messages, and similar or related documents. | Office performing Army-wide staff responsibility: Permanent. Other offices: Destroy after 5 years. |
| 923-09 | Command health reporting files. Documents reflecting current sanitary conditions and factors which influence health, such as data on environmental sanitation, personal hygiene of troops, foods and nutrition, communicable disease incidence and control, and similar information. Included are command health reports, installation sanitation or health reports, and similar or related documents. | ★Office performing Army-wide staff responsibility: Permanent. Other offices: Destroy after 2 years or on discontinuance whichever is first. |
| 923-10 | Preventive medicine data files. Documents reflecting basic professional, scientific and technical data extracted from preventive medicine survey files, toxicity test files, and inquiry files. These documents relate to occupational and preventive medicine, occupational nursing, industrial hygiene, chemistry and engineering, radiation protection, sanitary engineering, atmospheric and stream pollution control, medical entomology, toxicology, occupational vision, and hearing conservation. Included are punched cards, microfilm, magnetic tapes, and similar or related documents. | Center to National Archives within 20 years of execution. [Per NC-AU-75-15, Item 1, posted by RAW, 12/2/81] Destroy when no longer needed for reference or on discontinuance, whichever is first. |

NCI-AU-82-8

9/16/82

- a. Office with Army-wide staff responsibility Permanent. Offer after 20 years.
- b. Units in a combat environment or designated as combat support: Permanent. Offer 20 years after cessation of hostilities
- c. other offices: Destroy after 2 years

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924 ARMY HEALTH NURSE FILES

These files relate to the Army Health Nurse program of health assistance and disease prevention.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|---|---|
| 924-01 | Health nursing case files. Documents relating to patient and family health care in connection with the Army health nursing program. Included are family record forms, case referral forms, and similar or related documents arranged alphabetically. | Destroy 3 years after case is closed. |
| 924-02 | Family index files. Documents used for determining case load by program classification and for scheduling visits. Included are family index forms and related documents arranged alphabetically. | Destroy 3 years after case is closed. |
| 924-03 | Statistical data files. Documents used in planning and evaluating services and providing data for periodic reports such as the outpatient report. Included are Army health nursing activities forms and similar or related documents. | Destroy after 2 years. |
| 924-04 | School health record files. Documents used for evaluating health needs of students and for evaluating school health services. Documents are maintained in the school nurse's offices. Included are school health record forms and related documents arranged by school classes and further arranged alphabetically within each class. | Release to parent on transfer of student. |

925 DENTAL SERVICES FILES

These files relate to professional procedures involved in the dental treatment and care of Army personnel, the prevention of dental-oral diseases, the dental treatment provided individuals by Army dental facilities, and related dental matters. They are accumulated by medical treatment facilities and by staff offices responsible for Army-wide supervision of the dental function.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|---|--|
| 925-01 | Preventive dentistry files. Documents relating to the establishment and definition of professional policies, standards, and practices for preventive dentistry. Included are reports of attendance at professional meetings; correspondence on professional or technical matters with individuals, associations, societies, and commercial concerns; and similar or related documents. | Office performing Army-wide responsibility: Permanent Destroy after 10 yrs. Other offices: Destroy after 5 years. iNC1 - 1741 - 78 - 49 12/5/79 |
| 925-02 | Dental reporting files. Documents containing summaries of dental services performed, cases diagnosed, operations performed, and similar information. Included are dental services, reports, central dental laboratory reports, annual dental services reports, correspondence, and similar or related documents. | ★Office performing Army-wide responsibility: Destroy after 5 years. Other offices: Destroy after 1 year. |
| 925-03 | Dental worksheet and tabulation files. Documents used in preparing dental reports and summaries. Included are worksheets, tabulations, and similar or related documents. | ★Destroy after 1 year. |
| 925-04 | Prosthetic case files. Documents reflecting the type of denture work completed. Included are dental prosthetic case forms prepared for each individual and similar or related documents. | Destroy after 3 months. |
| ★925-05 | Dental Stock Record Files. Documents reflecting the receipt and expenditure of all precious metals and special interest metals. Included are stock record cards, document control registers, prosthodontic prescriptions and similar or related documents. | Destroy 3 years after date of last transaction. |

926 INDIVIDUAL DENTAL FILES

These files relate to dental care for individual military and civilian personnel and foreign nationals.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|--|--|
| 926-01 | <p>Dental health record files. Documents reflecting dental treatment provided Active Army, Air Force, Navy, and Marine Corps military personnel, including Reserve component personnel on active duty or active duty for training and comparable categories of military personnel as specified in AR 40-403. Included are dental health records and corresponding X-rays for each individual. Dental health records will be maintained in accordance with AR 40-2 within the following groups: Army personnel, Navy personnel, Air Force personnel, and United States Military Academy cadets.</p> <p><i>Note.</i> Dental records for active military personnel, uniformed Coast Guard personnel on active duty, and cadets and midshipmen of the military academies whose folders are not in custody of the treatment facility will be withdrawn and forwarded as required in paragraph 2-4c, AR 40-403.</p> | Permanent. Transfer and final disposition will be in accordance with AR 40-403, except that folders pertaining to USMA cadets will be forwarded to the Surgeon USMA, West Point, NY 10996. |
| 926-02 | <p>Military dental files. Documents reflecting dental treatment provided retired members of the Army, Air Force, Navy, Marine Corps, and Coast Guard; ROTC, Reserve, and National Guard personnel on active duty or active duty for training for periods of less than 30 days; active and retired uniformed members of the Public Health Service and Coast and Geodetic Survey; and beneficiaries of the Veterans Administration. Included are dental records for each individual.</p> | ★Destroy after 50 years. Retire to National Personnel Records Center (Military), 9700 Page Blvd, St. Louis, MO 63132, 1 year after end of the year in which last medical treatment was given. |
| 926-03 | <p>Civilian dental files. Documents pertaining to all categories of personnel not specified in file numbers 926-01, 926-02, 926-04, and 926-05. Included are dental records for each individual.</p> | Destroy after 25 years. Retire to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118, 1 year after the end of the year in which last medical treatment was given. |
| 926-04 | <p>Foreign national dental files. Documents reflecting dental treatment of foreign nationals. Included are dental records for each individual.</p> | Disposition will be in accordance with instructions contained in file No. 918-03. |
| 926-05 | <p>American Red Cross dental files. Documents reflecting dental treatment of American Red Cross personnel. Included are dental records for each individual.</p> | Destroy after 25 years. Withdraw and forward to Medical Officer, American National Red Cross, 18th and D Streets, NW, Washington, DC 20006, 1 month after patient's medical treatment is completed. |

927 DENTAL X-RAY FILM FILES

These files relate to extra oral dental care X-rays, X-rays for dental research, and X-rays for teaching and training purposes. Exposed X-ray film which cannot be associated with individuals to whom they pertain because of lack of identification or improper identification will be destroyed.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|--|---|
| 927-01 | Extra oral dental X-ray files. X-rays involving oral surgery in connection with jaw fractures and diseases; skull fractures, injuries and plates; bone grafting; and similar conditions. | Destroy after 5 years. |
| 927-02 | Dental X-ray project files. Documents relating to dental research projects. Included are studies and similar or related documents. | Destroy 2 years after completion of the project or on discontinuance, whichever is first. |
| 927-03 | Dental X-ray teaching files. Documents used for teaching and training purposes at those hospitals where an authorized teaching or training program is in effect. Included are selected groups of dental X-rays and related documents. | Destroy when no longer needed for teaching or training purposes. |

★928 VETERINARY SUBSISTENCE SERVICE FILES

These files relate to sanitary inspection of subsistence during preparation, processing, shipment, storage, and issue; sanitary inspection of establishments, shipping conveyances, storage, and handling facilities in which such products are prepared, processed, shipped, stored, or issued; the inspection of such products to determine their compliance with purchase requirements; and comparable matters.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|--|---|
| 928-01 | Commercial food establishment reporting files. Documents relating to sanitary inspections of commercial establishments engaged in the processing, handling, and storage of food products. Included are reports indicating the source of raw products, processing facilities, ventilation, water supply, disposal of waste, cleaning, insect control, refrigeration, and determinations of the sanitary qualifications of the establishment, correspondence with individual vendors and/or commercial food establishments relating to the reports, and similar or related documents. | Destroy 5 years after date sanitary inspection was conducted, or 1 year after the establishment has been removed from the list of sanitarily approved sources, whichever is first. |
| 928-02 | Procurement inspection reporting files. Documents that reflect the requirements for an inspection, items to be inspected, and results of inspections, class 3, 4, and 8. Included are contracts, purchase orders, purchase descriptions, purchase agreements, reports of inspection (DD Forms 1232, 1234, 1237), product verification records (DD Form 1714), testing results (DD Form 1222), contractors' certificate of conformance, USDA Certifications, net weight examination records, vendors' manifests, and similar or related documents. | Branch offices: Destroy after 2 years. Other offices: Destroy after 1 year. <i>Note:</i> Documents in the cutoff files that require additional action or relate to reopened cases should be brought forward for filing in the current file. |
| 928-03 | Quality data feedback files. Documents that reflect requests for, and results of, DLA quality audits, subsistence item surveys (SIS), consumer level quality audit program (COL-EQUAP), special destination inspections, and similar or related documents. | Destroy after 1 year. |
| 928-04 | Surveillance inspection reporting files. Documents reflecting class 5, 6, 7, and 9 veterinary inspections. Included are inspection reports, laboratory testing reports, recommendations for disposition of substandard lots of food products, DD Forms 1225 (Storage Quality Control Reports), AL-FOODACT messages, and similar or related documents. | Destroy after 1 year. |
| 928-05 | Contractor agreement files. Documents that reflect agreements with the contractor for veterinary inspection on subsistence contracts and evaluation of performance. Included are Plan for Inspection Job (PIJ), Contractor Inspection System (CIS), Inspection System Evaluation (ISE), correspondence, and similar or related documents. | Branch offices: Destroy 2 years after supersession or obsolescence. Other offices: Destroy when superseded, obsolete, or when no longer needed for reference. |
| 928-06 | Quality history record files. Documents reflecting the contractors' ability to perform, which forms a basis for determining the degree and type of veterinary subsistence inspection to be performed, reflect actual performance over a period of time, explanations of unusual amounts of rejections, reports of corrective actions taken, reclaims, and reports of pre-award or miscellaneous surveys (DD Form 1524-2, Part | Branch offices: Destroy after 2 years. Other offices: Destroy after 1 year. |

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| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|---|--|
| | II). Included are quality history records, reports of sampling inspections (DD Form 745), procurement quality assurance for dairy product records, reports of test results (DD Form 1222), and similar or related documents. | |
| 928-07 | Veterinary statistical reporting files. Rescinded. | Use File Number 928-10. |
| 928-08 | Communicable disease reporting files. Rescinded. | Use File Number 929-05. |
| 928-09 | Food source listing files. Documents reflecting approved sources of foods of animal origin determined by sanitary inspections of the sources. Included are documents or publications showing the name, location of establishment for which Army approval has been granted, code of inspecting office, and related documents. | Preparing office: Destroy 2 years after supersession of the list or on discontinuance, whichever is first. Other offices: Destroy when superseded, obsolete, or no longer needed for reference. |
| 928-10 | Veterinary activities reporting files. Documents used for determining workload of veterinary personnel engaged in activities in the office of the Deputy for Veterinary Activities, food inspection and animal medicine branches, and for resource management of these activities. Included are veterinary activity reports, documents reflecting the poundage of subsistence inspected, trends and related information, and similar or related forms and other documents. | The Surgeon General: Destroy after 10 years. Other offices: Destroy after 2 years. |
| 928-11 | Technical training files. Documents that reflect technical training programmed and conducted to maintain unit efficiency. Included are technical training schedules, assignments of instruction personnel, lesson plans, reports of attendees, and similar or related documents. | Destroy after 1 year. |

929 VETERINARY ANIMAL SERVICE FILES

These files pertain to the care of military and privately owned animals.

| <i>File No.</i> | <i>Description</i> | <i>Disposition</i> |
|-----------------|--|---|
| 929-01 | Veterinary clinical and sick reporting files. Documents relating to animals treated in veterinary clinics, dispensaries, or hospitals. Included are treatment reports and similar or related documents. | Destroy after 1 year or on discontinuance, whichever is first. |
| 929-02 | Privately owned animal record files. Documents pertaining to the health of individual animals under the care of an Army veterinarian belonging to military members or their dependents. Included in the file for each animal are medical treatment records, vaccination certificates, diagnostic test certificates, health certificates, and similar or related documents. <i>Note:</i> Release to owner when owner is transferred or when owner is no longer entitled to veterinary care for his or her animal. | ★Destroy upon death of the animal, transfer of owner, or when the animal's rabies vaccination expires. |
| 929-03 | Military animal record files. Documents pertaining to the health of military animals under the care of an Army veterinarian. Included in the file for each animal are medical treatment records, vaccination certificates, diagnostic test certificates, health certificates, and similar or related documents. | Sentry dog records: Forward to Department of Defense Dog Center, ATTN: WHVS, Lackland Air Force Base, TX 78236, when dog is separated from the service and disposed of. Other records: Destroy 1 year after death of animal. |
| 929-04 | Animal death certificate files. Documents reflecting cause of animal deaths. Included are death certificates and related documents. | Destroy after 6 months or on discontinuance, whichever is first. |
| ★929-05 | Communicable disease reporting files. Documents relating to cases of animal communicable diseases transmissible from animal to animal and from animal to man. Included are letter reports of appearance of first case of disease, report of notification of communicable disease to military or civilian authorities, and similar or related documents. | Office performing Army-wide responsibility: Permanent. Other offices: Destroy after 1 year. |

APPENDIX
CONVERSION TABLE

900 MEDICAL FILES

Asterisk (*) indicates revised descriptions and/or disposition instructions.

| <i>Old file No.</i> | <i>File title</i> | <i>New file No.</i> |
|------------------------|---|---------------------|
| 901-01 | Medical program files | 210-01 thru |
| 901-02 | Medical care instruction files | 210-08 |
| | | 901-01 |
| 901-03 | Board and committee files | 901-05 |
| *901-04 | Blood program files | 902-01 |
| 901-05 | Blood donor files | 914-05 |
| 1411-68 | Parasitological specimen record files | 914-06 |
| chap 14, AR 345-210 | | |
| 1411-69, | Parasitological specimen stock record account files | 914-07 |
| chap 14, AR 345-210 | | |
| 1411-70, | Specimen stock reserve files | 914-08 |
| chap 14, AR 345-210 | | |
| 901-06 | Alcohol and narcotic control files | 902-05 |
| 1411-70.1, | Treatment unit inspection files | 902-06 |
| chap 14, AR 345-210 | | |
| 901-07 | (previously rescinded) | |
| 901-08 | Activity reporting files | 902-02 |
| 901-09 | Medical daily diary files | 902-03 |
| 901-10 | Scientific and professional article files | 902-04 |
| 901-11 | (previously rescinded) | |
| 901-12 | Medical technical reference files | 103-02 |
| 901-13 | Staff visit and inspection files | 901-06 |
| 901-14 | Army headquarters medical administrative files | 901-02 |
| 901-15 | Medical services reference paper files | 901-07 |
| 901-16 | Dependents medical care administrative files | 901-02 |
| 901-17 | Dependents medical care instruction files | 901-01 |
| 901-18 | Nonavailability statement files | 905-01 |
| *901-19 | Remote area designation files | 905-02 |
| 901-20 | Dependents medical care reference paper files | 901-07 |
| 901-21 | Medical statistics administrative files | 901-02 |
| 901-22 | Medical statistics instruction files | 901-01 |
| 901-23 | Medical statistics summary files | 903-01 |
| 901-24 | Medical statistical reporting files | 903-02 |
| 901-25 | Telegraphic morbidity report files | 903-15 |
| 901-26 | Death record control files | 903-16 |

| <i>Old file No.</i> | <i>File title</i> | <i>New file No.</i> |
|---------------------|---|---------------------|
| Added | Medical statistics data source files | 903-17 |
| 901-27 | Induction files | 903-07 |
| 901-28 | Registrant examination summary report files | 903-08 |
| 901-29 | Health and hospitalization data files | 903-09 |
| 901-30 | Detail and summary tabulating card files | 903-05 |
| 901-31 | Medical statistical EAM tabulation files | 903-04 |
| 901-32 | Monthly transmittal of field medical cards | 903-14 |
| 901-33 | Monthly transmittals of clinical record cover sheet files | 903-10 |
| 901-34 | Transmittal letter files | 903-11 |
| 901-35 | Statistical health table and chart files | 903-18 |
| Added | Medical study-preparation files | 903-19 |
| 901-36 | Medical facility statistical feeder report files | 903-12 |
| 901-37 | Ward statistical report files | 903-13 |
| 901-38 | Source document files | 903-06 |
| 901-39 | EAM service files | 225-11 |
| 901-40 | General medical statistics reference paper files | 901-07 |
| 902-01 | Medical treatment facility administrative files | 901-02 |
| 902-02 | Medical care inquiry files | 904-01 |
| 902-02.1 | Medical records access files | 904-02 |
| 902-03 | Medical information release files | 904-03 |
| 902-04 | Hospital inspection report files | 908-08 |
| 902-05 | Alien tuberculosis files | 917-06 |
| 902-06 | Physical medicine report files | 908-01 |
| 902-07 | Pay patient treatment report files | 908-02 |
| 902-08 | Veterans Administration hospitalization report files | 908-03 |
| 902-09 | Foreign national hospitalization report files | 908-04 |
| 902-10 | Birth report files | 908-05 |
| 902-11 | Civil death report files | 908-06 |
| 902-12 | Hospital death report files | 908-07 |
| 902-13 | Medical treatment facilities reference paper files | 901-07 |
| 902-14 | Admission and disposition sheet files | 909-01 |
| 902-15 | Patient strength recapitulation files | 909-01 |
| 902-16 | Hospital arrival notice files | 909-02 |
| 902-17 | Patient medical status files | 909-08 |
| 902-18 | Intervening illness statement files | 909-06 |
| 902-19 | Absence suspense files | 909-10 |
| 902-20 | Patient disposition reports files | 909-14 |
| 902-21 | Individual sick slip files | 909-11 |
| 902-22 | Control card files | 909-05 |
| 902-23 | Veterans Administration hospitalization record files | 909-12 |
| 902-24 | Seriously ill suspense files | 909-07 |
| 902-25 | Seriously ill roster files | 909-09 |
| 902-26 | Operation order and schedule files | 909-03 |
| 902-27 | Bed availability files | 909-04 |
| 902-28 | Patient transfer files | 909-13 |

| <i>Old file No.</i> | <i>File title</i> | <i>New file No.</i> |
|---------------------|---|---------------------|
| 902-29 | Personnel status and accounting reference paper files | 901-07 |
| 902-30 | Register number files | 916-01 |
| 902-31 | Nominal index files | 916-02 |
| 902-32 | Diagnosis, operation, death, and similar index files | 916-04 |
| 902-33 | Field medical card files | 916-05 |
| 902-34 | Dispensary retained copies of clinical record cover sheet files | 916-07 |
| 902-35 | Duplicate clinical and medical form files | 916-08 |
| 902-36 | Food service administrative files | 901-02 |
| 902-37 | Food service report files | 911-01 |
| Added | Hospital master menu files | 911-02 |
| Added | Hospital ration accounting files | 911-03 |
| Added | Hospital food supply files | 911-04 |
| Added | Individual patient diet files | 911-05 |
| Added | Diet therapy files | 911-06 |
| Added | Modified diet statistics files | 911-07 |
| Added | Hospital food production files | 911-08 |
| Added | Recipe card files | 911-09 |
| 902-37.1 | Diet card files | 911-06 |
| 902-38 | Food service reference paper files | 901-07 |
| 902-39 | Patient trust fund instruction files | 901-01 |
| 902-40 | Patient trust fund individual record files | 910-01 |
| 902-41 | Patient trust fund accounting files | 910-02 |
| 902-42 | Patient property files | 910-03 |
| 902-43 | Patient clearance sheet files | 910-04 |
| 902-44 | Patient trust fund reference paper files | 901-07 |
| 903-01 | Professional services administrative files | 901-02 |
| 903-02 | Professional service instructions files | 901-01 |
| 903-03 | Professional consultant control files | 912-01 |
| 903-04 | Mental hygiene report files | 912-02 |
| 903-05 | Clinical psychology individual case files | 917-07 |
| 903-06 | Social work individual case files | 917-08 |
| 903-07 | Professional medical services reference paper files | 901-07 |
| 903-08 | Preventive medicine administrative files | 901-02 |
| 903-09 | Preventive medicine instructions files | 901-01 |
| *903-10 | Preventive medicine survey files | 923-01 |
| *903-11 | Preventive medicine inquiry files | 923-03 |
| *903-12 | Toxicity test files | 923-04 |
| 903-13 | Venereal disease report files | 923-05 |
| 903-14 | Prostitution report files | 923-06 |
| 903-15 | Communicable disease report files | 923-07 |
| 903-16 | Epidemic disease report files | 923-08 |
| 903-17 | Command health report files | 923-09 |
| Added | Preventive medicine data files | 923-10 |
| 903-18 | (previously rescinded) | |
| 903-19 | Dietary review recommendation files | 923-02 |
| 903-20 | Health nursing administrative files | 901-02 |
| 903-21 | Health nursing case files | 924-01 |

| <i>Old file No.</i> | <i>File title</i> | <i>New file No.</i> |
|-------------------------------------|---|--|
| 903-22 | Preventive medicine reference paper files | 901-07 |
| 903-23 | Occupational health service administrative files | 901-02 |
| 903-24 | Occupational health service instruction files | 901-01 |
| 903-25 | Occupational health report files | 922-01 |
| *903-26 | Civilian medical files | 922-02 |
| 903-27 | Occupational health service reference paper files | 901-07 |
| 903-28 | Pharmacy service administrative files | 901-02 |
| 903-29 | Pharmacy instruction files | 901-01 |
| 903-30 | Drug reference files | 913-01 |
| 903-31 | Medical prescription files | 913-02 |
| *1411-71, chap 14, AR 345-210 | Pharmacy stock record files | 913-03 |
| *1411-72 chap 14, AR 345-210 | Pharmacy issue files | 913-04 |
| 903-32 | Pharmacy services reference paper files | 901-07 |
| 903-33 | Laboratory and pathology administrative files | 901-02 |
| 903-34 | Medical laboratory performance report files | 914-01 |
| 903-35 | Laboratory and pathological instruction files | 901-01 |
| 903-36 | Clinical and pathological laboratory report files | 914-02 |
| *903-37 | Medical illustration files | 914-03 |
| 903-38 | Research and experimental case files | 914-04 |
| 903-39 | Laboratory and pathological service reference paper files | 901-07 |
| 903-40 | Medical standards instruction files | 901-01 |
| 903-41 | Medical standard administrative files | 901-02 |
| 903-42 | Medical review files | 906-01 |
| 903-43 | Temporary disability retirement list files | Rescinded The Surgeon General: Use 905-11. The Adjutant General: Use 727-08. |
| 903-44 | Mental competency review files | 906-02 |
| 903-45 | Report of medical examination for the USMA files | 907-01 |
| 903-46 | Report of medical examination for the ROTC Pro- gram files | 907-02 |
| 903-47 | Medical examination work sheet files | 907-03 |
| 903-47.1 | Medical examination report files | 907-04 |
| 903-48 | Medical classification files | 906-03 |
| 903-49 | Medical board files | 906-04 |
| *903-50 | Physical evaluation board files | 906-05 |
| 903-51 | Medical standards reference paper files | 901-07 |
| 904-01 | Nursing service administrative files | 901-02 |
| 904-02 | Nursing service instruction files | 915-01 |
| 904-03 | Nursing service schedule files | 915-01 |
| 904-04 | 24-hour report of patients' condition files | 915-02 |
| 904-05 | Temperature, pulse, and respiration record files | 915-03 |
| 904-05.1 | Bacteriological testing files | 915-05 |

| <i>Old file No.</i> | <i>File title</i> | <i>New file No.</i> |
|------------------------------------|---|--|
| 904-06 | Controlled drug register files | 915-04 |
| 904-07 | Nursing service reference paper files | 901-07 |
| 905-01 | Health record files | 917-01 |
| 905-02 | Military clinical files | 918-01 |
| 905-02.1 | Civilian clinical files | 918-02 |
| 905-02.2 | Foreign national clinical files | 918-03 |
| 905-03 | Military outpatient files | 919-01 |
| 905-03.1 | Civilian outpatient files | 919-02 |
| 905-03.2 | Foreign national outpatient files | 919-03 |
| 905-03.3 | Outpatient record indexing files | 916-03 |
| 905-04 | Military consultation service case files | 920-01 |
| 905-04.1 | Civilian consultation service case files | 920-02 |
| 905-04.2 | Foreign national consultation service case files | 920-03 |
| 905-05 | Civilian immunization files | Rescinded. Document is given to individual. |
| 905-06 | Physical medicine treatment files | 917-02 |
| 905-07 | Orthopedic work order files | 917-03 |
| 905-08 | Electroencephalographic tracing files | 917-04 |
| 1411-67, chap 14, AR 345-210 | Spectacle issue and receipt files | 917-05 |
| 905-09 | Dental health record folder files | 926-01 |
| 905-10 | Military dental files | 926-02 |
| 905-10.1 | Civilian dental files | 926-03 |
| 905-10.2 | Foreign national dental files | 926-04 |
| 906-01 | Procurement and separation X-ray files | 921-01 |
| 906-02 | Military academy applicant X-ray files | 921-02 |
| 906-03 | Tubercular applicant and registrant X-ray files | 921-03 |
| *906-04 | Rejected applicant and registrant X-ray files | 921-04 |
| *906-05 | Declined enlistment and uncalled registrant X-ray files | 921-05 |
| 906-06 | Patient treatment X-ray files | 921-06 |
| 906-07 | Installation X-ray index files | 916-06 |
| 906-08 | Installation dental X-ray files | Rescinded. Now included in dental health record. |
| 906-09 | Extra oral dental X-ray files | 927-01 |
| 906-10 | Dental X-ray project files | 927-02 |
| 906-11 | Dental X-ray teaching files | 927-03 |
| 906-12 | Unidentifiable exposed X-ray files | See lead-in for category 927. |
| 907-01 | Dental service administrative files | 901-02 |
| 907-02 | Dental service instruction files | 901-01 |
| 907-02.1 | Preventive dentistry files | 925-01 |
| *907-03 | Dental report files | 925-02 |
| 907-04 | Dental service statistical data files | Rescinded. Use 925-02. |
| 907-05 | Dental worksheet and tabulation sheet files | 925-03 |
| 907-06 | Prosthetic case files | 925-04 |

| <i>Old file No.</i> | <i>File title</i> | <i>New file No.</i> |
|---------------------|---|---|
| 907-07 | Dental service reference paper files | 901-07 |
| 908-01 | Veterinary service administrative files | — 901-02 |
| 908-02 | Veterinary instruction files | 901-01 |
| 908-03 | Veterinary historical data files | 928-10 |
| 908-04 | Commercial food establishment reporting files | 928-01 |
| *908-05 | Veterinary inspection reporting files | 928-02 |
| 908-06 | Veterinary laboratory food examination reporting files | 928-03 |
| *908-07 | Surveillance inspection reporting files | 928-04 |
| *908-08 | Vendor performance files | 928-05 |
| 908-08.1 | Quality History Record Files | 928-06 |
| *908-09 | Veterinary statistical reporting files | 928-07 |
| 908-10 | Communicable disease reporting files | 928-08 |
| 908-11 | Food source listing files | 928-09 |
| 908-12 | Veterinary health certificate, immunization certificate, and physical examination reporting files | Rescinded. Use 929-02 or 929-03, as applicable. |
| *908-13 | Veterinary clinical and sick reporting files | 929-01 |
| Added | Privately-owned animal record files | 929-02 |
| Added | Military animal record files | 929-03 |
| 908-14 | Animal death certificate files | 929-04 |
| 908-14.1 | Dog health record files | Rescinded. Use 929-03. |
| 908-15 | Veterinary service reference paper files | 901-07 |

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★The proponent agency of this regulation is the US Army Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAAG-AMR-P), WASH DC 20314.

By Order of the Secretary of the Army:

Official:

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*Major General, United States Army,
The Adjutant General.*

W. C. WESTMORELAND,
*General, United States Army,
Chief of Staff.*

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