



## SERIES 1900 – DOD SCHOOLS AND INSTITUTIONS

### SERIES TITLE: DEPARTMENT OF DEFENSE (DoD) SCHOOLS AND INSTITUTIONS EDUCATION SERIES

**SERIES DESCRIPTION:** Records described in this series pertain to those created by the OSD schools and institutions. Records address various education programs, planning, supervising and conducting Department of Defense dependents' schools; training and education records of military-type schools; and training provided by civilian institutions. This does not include the personnel files of educators or administrative personnel.

**SERIES APPLIES TO THE FOLLOWING ORGANIZATIONS:** File Numbers within the 1900 Series reflect the education files of DoD schools and educational institutions that fall under the purview of the OSD Records Administrator, including but not limited to the Defense Security Cooperation Agency (DSCA) educational institutions, Defense Acquisition University (DAU), and Department of Defense Education Activity (DoDEA) the Uniformed Services University of the Health Sciences (USUHS).

#### RECORDS CATEGORY: 1901

**CATEGORY TITLE:** Student and Academic Files

**CATEGORY DESCRIPTION:** Records on academic and training progress, continuing education, matriculation into graduate school, non-matriculation, continuing education programs, matriculate admission for schools, student exams, teaching and coursework, instructors' individual student files, instructors' individual graduate school files, and students' thesis and dissertations.

**FILE NUMBER:** 1901-01

**FILE TITLE:** USUHS Academic Committee Files

**FILE DESCRIPTION:** Records of Committees that fall under the purview of USUHS including:

- Student Promotions Committee (SPC)
  - Originals or proceedings of SPC on proficiency, deficiency, graduation, deceleration and/or dis-enrollment of medical students
  - Other matters referred to the SPC
- Continuing Medical Education Committee (CMEC)
  - Originals of proceedings of CMEC regarding all matters relating to the establishment of USUHS sponsored CMEC programs
  - Other materials referred to the CMEC.

**NOTE:** This academic files do not contain policy material.

**DISPOSITION:** Temporary. Cut off upon graduation, transfer, withdrawal, or death (GWTD) of student. Destroy 50 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0001

**PRIVACY ACT:** WUSU03

**FORMER FILE NUMBER(s):** 912-01, 912-06

**FILE NUMBER:** 1901-02

**FILE TITLE:** Defense Academy Credibility Assessment (DACA) Academic Committee Files



## OSD Records Disposition Schedules

**FILE DESCRIPTION:** Records of proceedings on all matters relating to the Committees that fall under the purview of DACA, such as:

- Curriculum Committee
- Institutional Effectiveness Committee
- Self Study Committee
- All other academic committees that may apply

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0002

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1901-03

**FILE TITLE:** Registrar's Academic and Matriculate Graduate School Files

**FILE DESCRIPTION:** Information indicating courses attended by individuals, extent of completion, results, aptitudes, and related information. **NOTE:** Do not file policy material with these records. These files may include:

- Individual case files of student training, including
  - Student's academic credit transcripts that list grades and credit hours for each class
  - Results from medical board tests, such as medical boards
  - Teacher evaluations with grade in each subject and /or reason for noncompliance (SPC correspondence, if applicable)
  - Correspondence regarding State and other licensure certification procedures or personal requests for academic transcripts and records related to individual training projects
- Information on classes/ curriculum and the individual students
  - Individual academic verifications
  - Change of letter grade (student)
  - Authorization for release of information or individuals written consent for records disclosure.
- Individual scores, class records, class roster, composite lists, statistical information, and departmental information
- Individual student records containing required records for application / selection / completion of program. Each record also contains information on
  - Education, indicating subject studies, number of quarter credit hours, final grade in each subject, and/or reason for non-completion of the course.
  - Related records and documents required by college/university accrediting organizations.
  - GPN Grade Listings, reports and grade statistics for students.
  - Letter of application, letters of recommendation, and general correspondence, individual students records containing required documentation for application/selection/ completion of program.
  - Application for admission, admission checklist, transcripts, acceptance letters polygraph exam verifications, waiver request/approval, APA academic verifications, certificate/ diploma, professional nominations, and other related registration attendance documents

**DISPOSITION:** Temporary. Cut off upon graduation, transfer, withdrawal, or death (GWTD) of student. Destroy 50 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0003



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**PRIVACY ACT:** WUSU03

**FORMER FILE NUMBER(s):** 912-02, 912-04, 912-08

**FILE NUMBER:** 1901-04

**FILE TITLE:** School Accreditation Files

**FILE DESCRIPTION:** Information concerning the school's adherence to standards set by accreditation boards to ensure that courses completed in the DoD schools are accepted for credits at civilian colleges, schools, and institutions. Included are

- Program records containing documentation required for accreditation, such as
  - Classroom and laboratory hours
  - Instructor qualifications
  - Library facilities
  - Self-studies and reviews
  - Other information required by the accrediting body
- Accreditation and policy records and self-study reports prepared in accordance to Accrediting Council for Independent Colleges and Schools (ACICS) guidelines.

**DISPOSITION:** Temporary. Cut off annually. Destroy 6 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0004

**PRIVACY ACT:** WUSU03

**FORMER FILE NUMBER(s):** 912-03, 912-07

**FILE NUMBER:** 1901-05

**FILE TITLE:** Non-matriculate Records Files

**FILE DESCRIPTION:** Application records of students who were selected to attend but did not actually matriculate, and records of applicants who did not successfully meet all entrance requirements as well as those who chose to withdraw during the application process. Records contain applications, transcripts, (from other schools), and other related messages or correspondence.

**DISPOSITION:** Temporary. Cut off on student's non-matriculate date. Destroy 5 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0005

**PRIVACY ACT:** WUSU04

**FORMER FILE NUMBER:** 912-05

**FILE NUMBER:** 1901-06

**FILE TITLE:** Student Exam, Teacher, and Coursework Preparation Files

**FILE DESCRIPTION:** Records concerning class/course syllabus, testing and curriculum materials. Includes the following:

- Copies of examination booklets, answer sheets, testing materials, lab sheets, correspondence, and other documentation pertaining to the administration and control of student testing
- Syllabus, course outlines, handouts, textbooks, manuals, and other instructional materials and teaching aids, to include reprints of published literature used in the classroom
- Course announcements, academic calendars consisting of course rotation schedules for 1st through 4th year students or graduate school equivalent, general correspondence, reports, agreements, authorizations, reviews, plans, objectives and other types of records relating to the



## OSD Records Disposition Schedules

development, implementation, and administration of the school's or university's teaching/training program, including lecture notes.

- Curriculum approvals and curriculum files
- Correspondence, memorandum of agreements requirements reviews, authorization, enrollment, projection, certification and progress reports, plans, and objectives relative to the establishment and operation of training courses

**DISPOSITION:** Temporary. Cut off and destroy when superseded or when no longer needed for reference.

**AUTHORITY:** DAA-0330-2013-0012-0006

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 912-09, 912-10.1b, 912-10.2

**FILE NUMBER:** 1901-07

**FILE TITLE:** Teaching, Coursework, and Uniquely Relevant Military Course Files

**FILE DESCRIPTION:** Syllabuses, course outlines, handouts, textbooks, manuals, and other instructional materials and teaching aids developed by the university/school faculty, to include reprints of published medical literature used in the classroom for uniquely relevant military courses or curriculum, such as battlefield triage, burn treatment, reconstructive surgery and similar topics of significance to military medicine.

**DISPOSITION:** Permanent. Cut off upon revision or discontinuance. Transfer to NARA in 10 year blocks 25 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0007

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 912-10.1a

**FILE NUMBER:** 1901-08

**FILE TITLE:** Instructors' Individual Student Files

**FILE DESCRIPTION:** Files kept for the convenience of the teaching staff, consisting of materials duplicated in or not appropriate for inclusion in the Academic and Training Progress Case Files, the Matriculate Graduate School Record Files, or other series described elsewhere in this section.

**DISPOSITION:** Temporary. Cut off and destroy upon graduation, transfer, withdrawal, or death (GWTD) of student.

**AUTHORITY:** DAA-0330-2013-0012-0008

**PRIVACY ACT:** WUSU03

**FORMER FILE NUMBER(s):** 912-11, 912-12

**FILE NUMBER:** 1901-09

**FILE TITLE:** Student Theses and Dissertations Files (Office of Graduate Education)

**FILE DESCRIPTION:** Record copies of masters' theses and doctoral dissertations submitted as requirements for award of an advanced degree in the basic medical sciences. Copies are submitted by each student as follows:

- One to the university library (Non-record copy)
- One to the Department library (Non-record copy)
- One to the Office of Graduate Education (Record copy)



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**DISPOSITION:** Permanent. Cut off upon revision or discontinuance. Transfer to NARA in 10 year blocks 25 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0009

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 912-13

**FILE NUMBER:** 1901-10

**FILE TITLE:** Outside Faculty Affiliations and Professional Journal Publication Files

**FILE DESCRIPTION:** Individual case files maintained by individual faculties that are usually reference in nature and described elsewhere in this schedule. Files consist of

- Information pertaining to outside professional organizations with which faculty members are affiliated as officers, fellows or participants, and may consist of correspondence, agendas, minutes of meetings, newsletters, reports, or other pertinent materials. Affiliations may include but are not limited to such organizations as:
  - The American College of Cardiology
  - American Society for Clinical Investigation
  - American Federation for Clinical Research
  - American College of Physicians
  - Association of American Medical Colleges
  - Association of American Physicians
  - Association of Program Directors in Internal Medicine
  - American Heart Association
  - The American Polygraph Association
- Manuscripts, articles and abstracts written by faculty members in connection with their work at the University for publication in various medical journals, such as American Journal of Cardiology, Medical Times, Internal Medicine, or Family Physician
  - May include both published articles and original manuscripts
  - May also include papers reviewed by USUHS staff

**DISPOSITION:** Temporary. Cut off and destroy when no longer needed.

**AUTHORITY:** DAA-0330-2013-0012-0010

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 913-01, 913-02

**FILE NUMBER:** 1901-11

**FILE TITLE:** University Affairs Files

**FILE DESCRIPTION:** Records promoting the continuation of esprit among University graduates of all the Services. Includes records relating to alumni and current students, employment and residency information, correspondence, and other related topics.

**DISPOSITION:** Temporary. Cut off and destroy when superseded or obsolete.

**AUTHORITY:** DAA-0330-2013-0012-0011

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 918-01



## OSD Records Disposition Schedules

**FILE NUMBER:** 1901-12

**FILE TITLE:** Residency Training Program Files and Academic Training Program Files

**FILE DESCRIPTION:** Documentation, reports, data and surveys to determine effectiveness of programs. Includes:

- Records created by the USUHS Residency Program in Preventive Medicine and Occupational Medicine, including
  - Agreement files relating to USUHS Residency Program
  - National Capital Consortium training program files
  - Residency administrative and correspondence records
- Records created by the Defense Academy Credibility Assessment Psychophysiological Detection of Deception (DACA PDD) Program
- Formal Articulation Agreements with other Colleges and Universities addressing inter-institutional transfer of student credits
- Documents relating to specific training courses conducted at the activity – both onsite courses and continuing education courses, including
  - Documentation of course content
  - Attendance records
  - Evaluation reports
  - Comments
  - Similar material
- Academic reports / data on number of school enrollment, graduates, failures, and similar categories of reports. Included are reports, printouts, correspondence, and related information
- Instructor records – documents that provide a record of qualifications and effectiveness of instructors, adjunct instructors and guest speakers. Included are
  - Instructor evaluation forms
  - Qualification data
  - Curriculum vitae
  - Related documents
- Training Plans – Correspondence, memoranda of agreements, requirements reviews, authorizations, enrollments, projections, certification and progress reports, plans and objectives relative to the establishment and operation of training courses
- Survey outcomes to include both student and graduate surveys and related documents
- Student critique records

**DISPOSITION:** Temporary. Cut off upon supersession, cancellation or termination. Destroy 6 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0012

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1901-13

**FILE TITLE:** Residence Training Program Individual Case Files

**FILE DESCRIPTION:** Individual student case files relating to the USUHS Residency Program in Preventive Medicine and Occupational Medicine conducted by the Preventive Medicine and Biometrics Department and to include the National Capital Consortium training programs.



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**DISPOSITION:** Temporary. Cut off upon graduation, transfer, withdrawal, or death (GWTD) of student. Destroy 50 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0013

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1901-14

**FILE TITLE:** Continuing Education (CE) Program Records

**FILE DESCRIPTION:** Program records pertaining to continuing education, including:

- Documentation required for accreditation by the American Nurses Credentialing Center's Commission on Accreditation; Accrediting Council for Continuing Medical Education (ACCME); Accrediting Council for Independent Colleges and Schools (ACICS); and similar continuing education accreditation bodies.
- Individual academic records containing documentation on continuing education courses required by accrediting agencies
- Federal Examiners CE credits
- CE student data sheets
- CE student certificates (from other colleges/programs)
- CE student course completion certificate
- CE credit report
- Other CE student related reports and documents

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0014

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 912-03, 912-07

**RECORDS CATEGORY:** 1902

**CATEGORY TITLE:** Department of Defense Educational Activity (DoDEA) Files

**CATEGORY DESCRIPTION:** Records concerning the planning and management of dependents' schools and educational systems programs. Includes records of students attending DoD operated schools used by school officials, including teachers.

**FILE NUMBER:** 1902-01

**FILE TITLE:** General School Administration Files

**FILE DESCRIPTION:** Information on student administration, curriculum, special education, courses, activities, special programs, and summer school files. **NOTE:** Materials on individual students shall be filed in the student folder. Included are:

- Student administration information such as placement, field trips, scholarships and/or financial aid, bus transportation records, and graduation requirements
- Curriculum files such as curriculum development agendas, records developed and created in task group meetings, minutes, and recommendations applicable to all curriculum areas. These files shall also include general working papers on the particular curriculum for an individual school year. Examples of curriculum files would be:
  - Professional Technical Studies (PTS)
  - Arts and Humanities



## OSD Records Disposition Schedules

- Early Childhood Education
- Preschool
- Health, Drug and/or Alcohol Abuse
- Language arts
- English as a Second Language
- Science
- Pupil Personnel Services, etc.
- Special Education general non-policy material including reports, correspondence on the planning and development of special education (includes speech, learning disabilities, etc.) The following subdivisions are authorized:
  - Case Study Committee
  - Related Services
- Information on the planning and subsequent issuance of Six-year curriculum renewal plan
- Course offerings to include schedules and lists of courses
- Independent study courses materials, including proposals for or actual study courses
- Office copies of school-wide action plans
- Special programs information that is non-policy in nature related to education, such as the International Art Festival, Teacher-in-Space, Artist in Residence and similar programs
- Summer school program planning and implementation information

**DISPOSITION:** Temporary. Cut off at end of school year. Destroy 1 year after cutoff, unless needed for further reference, in which case bring forward to current file.

**AUTHORITY:** DAA-0330-2013-0012-0026

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 1902-01, 1902-02a, 1902-02c, 1902-03, 1902-04, 1902-05, 1902-06, 1902-09b, 1902-12, 1902-14

**FILE NUMBER:** 1902-02

**FILE TITLE:** Curriculum Files – Minute Summaries

Summaries of minutes on general curriculum development of task group meetings.

**DISPOSITION:** Temporary. Cut off and destroy when next task group meets.

**AUTHORITY:** N1-330-87-001, item 6(2)

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1902-02b

**FILE NUMBER:** 1902-02a – Consolidated into 1902-01

**FILE NUMBER:** 1902-02b – Moved to 1902-02

**FILE NUMBER:** 1902-02c – Consolidated into 1902-01

**FILE NUMBER:** 1902-02d – RESCINDED

**FILE NUMBER:** 1902-03 – Consolidated into 1902-01

**FILE NUMBER:** 1902-03.1 – Moved to 1902-16

**FILE NUMBER:** 1902-04 – Consolidated into 1902-01

**FILE NUMBER:** 1902-05 – Consolidated into 1902-01

**FILE NUMBER:** 1902-06 – Consolidated into 1902-01





## OSD Records Disposition Schedules

**FILE NUMBER:** 1902-07

**FILE TITLE:** System Wide Assessment Files

**FILE DESCRIPTION:** System-wide assessment results for individual students, as well as aggregated results for classrooms, schools, districts, and areas.

**DISPOSITION:** Temporary. Cut off at end of school year. Destroy 6 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0028

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 1902-07.1, 1902-07.2

**FILE NUMBER:** 1902-07.1 – Consolidated into 1902-07

**FILE NUMBER:** 1902-07.2 – Consolidated into 1902-07

**FILE NUMBER:** 1902-08

**FILE TITLE:** School Student Records – Secondary School Transcripts

**FILE DESCRIPTION:** Information on enrollment and registration, such as:

- School registration card files (copies of Sponsor and/or Pupil Registration Cards reflecting enrollment verification, sponsoring agency, and emergency locator information, and similar records)
- Records of student performance (academic, social, and athletic) and recognition
- Student transcripts, standardized achievement test scores, grades, report cards, examples of student work and achievements (copies of report cards that reflect scholastic grades, promotion, or retention)
- Reading records
- Health records
  - Immunization records
  - Parental permission forms
  - Screening results
  - Sports physicals
  - Physician referrals
  - Medication instructions consent form
  - Accident Reports
  - Other, similar information
- Ancillary service records
  - Information on supplemental student services, such as Gifted Program, English as a Second Language (ESL), Compensatory Education, and Reading Improvement; to include:
    - Consultation and referrals
    - Test protocols
    - Assessments and evaluation plans and results
    - Progress and evaluation reports and summaries
    - Teachers' notes
    - General Correspondence
    - Samples of Students' work
    - Related Information
- Letters of recommendation, parental correspondence, other notes, and related correspondence



## OSD Records Disposition Schedules

- Records received from student attendance at other schools

**NOTE:** Excludes special education information, which must be maintained in the School Special Education Student File (See FN 1902-19). Student records from closed schools (such as Panama) will also use File Number 1902-19.

**DISPOSITION:** Temporary. Cut off upon graduation, transfer, withdrawal, or death of student. Destroy 50 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0032

**PRIVACY ACT:** DoDEA 26

**FORMER FILE NUMBER(s):** 1903-01, 1903-02, 1903-04, 1903-05, 1904-01, 1904-04, 1904-05, 1904-07, 1904-08

**FILE NUMBER:** 1902-09

**FILE TITLE:** School Student Records – Non Secondary School Transcripts

**FILE DESCRIPTION:** Information on enrollment and registration, such as:

- School registration card files (copies of Sponsor and/or Pupil Registration Cards reflecting enrollment verification, sponsoring agency, and emergency locator information, and similar records)
- Records of student performance (academic, social, and athletic) and recognition
- Student transcripts, standardized achievement test scores, grades, report cards, examples of student work and achievements (copies of report cards that reflect scholastic grades, promotion, or retention)
- Reading records
- Health records
  - Immunization records
  - Parental permission forms
  - Screening results
  - Sports physicals
  - Physician referrals
  - Medication instructions consent form
  - Accident Reports
  - Other, similar information
- Ancillary service records
  - Information on supplemental student services, such as Gifted Program, English as a Second Language (ESL), Compensatory Education, and Reading Improvement; to include:
    - Consultation and referrals
    - Test protocols
    - Assessments and evaluation plans and results
    - Progress and evaluation reports and summaries
    - Teachers' notes
    - General Correspondence
    - Samples of Students' work
    - Related Information
  - Letters of recommendation, parental correspondence, other notes, and related correspondence
  - Records received from student attendance at other schools



## OSD Records Disposition Schedules

**NOTE:** Excludes special education information, which must be maintained in the School Special Education Student File (See FN 1902-19). Student records from closed schools (such as Panama) will also use File Number 1902-19.

**DISPOSITION:** Temporary. Cut off upon transfer, withdrawal or death of student. Destroy 5 years after cutoff

**AUTHORITY:** DAA-0330-2013-0012-0033

**PRIVACY ACT:** DoDEA 26

**FORMER FILE NUMBER(s):** 1903-01, 1903-02, 1903-04, 1903-05, 1904-01, 1904-04, 1904-05, 1904-07, 1904-08

**FILE NUMBER:** 1902-09a – Moved to 1902-17

**FILE NUMBER:** 1902-09b – Consolidated into 1902-01

**FILE NUMBER:** 1902-10

**FILE TITLE:** School Student Records – All Other Files

**FILE DESCRIPTION:** All other Information on enrollment and registration (than secondary and non-secondary transcripts), such as:

- School registration card files (copies of Sponsor and/or Pupil Registration Cards reflecting enrollment verification, sponsoring agency, and emergency locator information, and similar records)
- Records of student performance (academic, social, and athletic) and recognition
- Student transcripts, standardized achievement test scores, grades, report cards, examples of student work and achievements (copies of report cards that reflect scholastic grades, promotion, or retention)
- Reading records
- Health records
  - Immunization records
  - Parental permission forms
  - Screening results
  - Sports physicals
  - Physician referrals
  - Medication instructions consent form
  - Accident Reports
  - Other, similar information
- Ancillary service records
  - Information on supplemental student services, such as Gifted Program, English as a Second Language (ESL), Compensatory Education, and Reading Improvement; to include:
    - Consultation and referrals
    - Test protocols
    - Assessments and evaluation plans and results
    - Progress and evaluation reports and summaries
    - Teachers' notes
    - General Correspondence
    - Samples of Students' work



## OSD Records Disposition Schedules

- Related Information

- Letters of recommendation, parental correspondence, other notes, and related correspondence
- Records received from student attendance at other schools

**NOTE:** Excludes special education information, which must be maintained in the School Special Education Student File (See FN 1902-19). Student records from closed schools (such as Panama) will also use FN 1902-19.

**DISPOSITION:** Temporary. Cut off upon transfer, withdrawal, or death of student. Destroy 1 year after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0034

**PRIVACY ACT:** DoDEA 26

**FORMER FILE NUMBER(s):** 1903-01, 1903-02, 1903-04, 1903-05, 1904-01, 1904-04, 1904-05, 1904-07, 1904-08

**FILE NUMBER:** 1902-11

**FILE TITLE:** General School Administration Staff Development Files

**FILE DESCRIPTION:** Information on staff development programs conducted by the school, area or other outside sources. Includes training and staff evaluation material.

**DISPOSITION:** Temporary. Cut off at the end of the school year. Destroy 5 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0030

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1902-12 – Consolidated into 1902-01

**FILE NUMBER:** 1902-13

**FILE TITLE:** Research Project Files

**FILE DESCRIPTION:** Approved, pending, rejected material on the planning and development of research projects; i.e., research and innovation projects, individual project proposals, etc.

**DISPOSITION:** Temporary. Cut off upon completion. Destroy 7 years after cutoff, or when no longer needed, whichever is later.

**AUTHORITY:** DAA-0330-2013-0012-0031

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 1902-13a, 1902-13b

**FILE NUMBER:** 1902-13a – Consolidated into 1902-13

**FILE NUMBER:** 1902-13b – Consolidated into 1902-13

**FILE NUMBER:** 1902-14 – Consolidated into 1902-01

**FILE NUMBER:** 1902-15

**FILE TITLE:** DoDEA Education Recruitment and Placement Files, including Employment Application System (EAS) Master File

**FILE DESCRIPTION:** Recruitment and placement files for DoD Dependent schools. Includes EAS, a web-based online teacher application system for employment to a DoD school overseas. Contains applicant's personal information, including education, skills/activities, PRAXIS test scores, work experience and any additional experience information. Also includes targeted job(s) and location(s), as well as dates.



## OSD Records Disposition Schedules

**DISPOSITION:** Temporary. Cut off December 1<sup>st</sup> of year in which hiring decision was made. Destroy consideration declinations and all other declinations 2 months after cut off, unless applicant has indicated continued interest in the program (by the established deadline), in which case file is brought forward (or may be returned to applicant if requested by the deadline). **NOTE:** Transfer selectees to the Official Personnel File once hiring decision is made.

**AUTHORITY:** N1-330-87-001, item 1

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 202-08.3a, 202-08.3b, and 202-08.3c

**FILE NUMBER:** 1902-16

**FILE TITLE:** School Mediation Agreement and Hearing Results Files

**FILE DESCRIPTION:** School copy of material on mediations and hearings other than that contained in the individual student record.

**DISPOSITION:** Temporary. Cut off after final decision. Destroy 20 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0037

**PRIVACY ACT:** DoDEA 26

**FORMER FILE NUMBER:** 1902-03.1

**FILE NUMBER:** 1902-17

**FILE TITLE:** School-Wide Action Plan Files

**FILE DESCRIPTION:** School copies of all information on the School-Wide Action Plan, to include records on the school improvement plan.

**DISPOSITION:** Temporary. Cut off at end of school year. Destroy 5 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0029

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1902-09a

**FILE NUMBER:** 1902-18

**FILE TITLE:** Attendance and Discipline Files

**FILE DESCRIPTION:** Information reflecting attendance and discipline actions, to include:

- Teacher and principal referrals
- Tardy and/or admission slips
- Correspondence to and from parents
- Student and/or witness statements
- School investigative files
- Disciplinary Committee records
- Similar related information

**DISPOSITION:** Temporary. Cut off at end of school year. Destroy 1 year after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0035

**PRIVACY ACT:** DoDEA 26

**FORMER FILE NUMBER:** 1904-09

**FILE NUMBER:** 1902-19

**FILE TITLE:** School Special Education Student Program Files



## OSD Records Disposition Schedules

**FILE DESCRIPTION:** All information pertaining to special education, such as:

- Preferrals and referral forms, and when appropriate, samples of student work
- Individual Education Plans
- Case Study Committee minutes, invitations, and reports
- Parental permission to assess
- Disciplinary records, behavior plans, and related information
- Assessment and evaluation reports
- File access records and cross-reference location information
- Results of special education administrative hearings and other informal and formal conflict resolution procedures, such as mediated agreements or settlement records, related service provider reports and teachers' notes relevant to the child's special education program or needs.

**NOTE:** Information may also be included in school student record files.

**DISPOSITION:** Temporary. Cut off upon graduation, transfer, withdrawal, or death of student. Destroy 5 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0036

**PRIVACY ACT:** DoDEA 26

**FORMER FILE NUMBER:** 1904-06

**FILE NUMBER:** 1902-20

**FILE TITLE:** Teacher Class Register Files

**FILE DESCRIPTION:** Grade books reflecting daily, weekly, semester, or annual scholastic marks and averages, attendance, teacher comments and/or notes, withdrawal information, and similar records.

**DISPOSITION:** Temporary. Cut off at end of the school year. Destroy 1 year after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0038

**PRIVACY ACT:** DoDEA 26

**FORMER FILE NUMBER(s):** 1903-06, 1904-10

**FILE NUMBER:** 1902-21

**FILE TITLE:** Master Student List Files

**FILE DESCRIPTION:** A listing of all students, by grade, enrolled in grades K-8, by school year. The list shall annotate when the student entered or withdrew if either action occurs during the school year. If student attends for entire year, then the name is sufficient.

**DISPOSITION:** Temporary. Cut off at the end of the school year. Destroy 25 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0039

**PRIVACY ACT:** DoDEA 26

**FORMER FILE NUMBER:** 1903-07

**FILE NUMBER:** 1902-22

**FILE TITLE:** Transcript Files

**FILE DESCRIPTION:** Information consisting solely of the students' permanent records (transcripts) – reflecting grades, course titles, credits, and similarly related information. Transcript may be maintained in the student's record file.

**DISPOSITION:** Temporary. Cut off upon graduation, transfer, withdrawal, or death of student. Destroy 50 years after cutoff.



## OSD Records Disposition Schedules

**AUTHORITY:** DAA-0330-2013-0012-0040

**PRIVACY ACT:** DoDEA 26

**FORMER FILE NUMBER:** 1904-02

**FILE NUMBER:** 1902-23

**FILE TITLE:** Transcript Request Files

**FILE DESCRIPTION:** Request forms and correspondence authorizing release of transcripts and other school student records files.

**DISPOSITION:** Temporary. Cut off at end of the school year. Destroy 2 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0041

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1904-03

### RECORDS CATEGORY: 1903 – RESERVED

**FILE NUMBER:** 1903-01 – Consolidated into 1902-08, 1902-09, or 1902-10, as applicable

**FILE NUMBER:** 1903-02 – Consolidated into 1902-08, 1902-09, or 1902-10, as applicable

**FILE NUMBER:** 1903-03 – Consolidated into 1902-20

**FILE NUMBER:** 1903-04 – Consolidated into 1902-08, 1902-09, or 1902-10, as applicable

**FILE NUMBER:** 1903-05 – Consolidated into 1902-08, 1902-09, or 1902-10, as applicable

**FILE NUMBER:** 1903-06 – Consolidated into 1902-20

**FILE NUMBER:** 1903-07 – Moved to 1902-21

### RECORDS CATEGORY: 1904 – RESERVED

**FILE NUMBER:** 1904-01 – Consolidated into 1902-08, 1902-09, or 1902-10, as applicable

**FILE NUMBER:** 1904-02 – Moved to 1902-22

**FILE NUMBER:** 1904-03 – Moved to 1902-23

**FILE NUMBER:** 1904-04 – Consolidated into 1902-08, 1902-09, or 1902-10, as applicable

**FILE NUMBER:** 1904-05 – Consolidated into 1902-08, 1902-09, or 1902-10, as applicable

**FILE NUMBER:** 1904-06 – Moved to 1902-19

**FILE NUMBER:** 1904-07 – Consolidated into 1902-08, 1902-09, or 1902-10, as applicable

**FILE NUMBER:** 1904-08 – Consolidated into 1902-08, 1902-09, or 1902-10, as applicable

**FILE NUMBER:** 1904-09 – Moved to 1902-18

**FILE NUMBER:** 1904-10 – Consolidated into 1902-20

### RECORDS CATEGORY: 1905

**CATEGORY TITLE:** Education Systems and Database Files

**CATEGORY DESCRIPTION:** Electronic systems created specifically to facilitate data production requirements unique to educational organizations.

**FILE NUMBER:** 1905-01

**FILE TITLE:** Aspen Student Information System Master File



## OSD Records Disposition Schedules

**FILE DESCRIPTION:** System used to maintain student information, including attendance and marks, report cards and transcripts, class schedules, and for generating reports. The information, provided by the sponsor, school administrators and teachers, includes but is not limited to student and sponsor demographic information, attendance data, health information, discipline actions, English as a Second Language (ESL) program, Gifted programs, Honors programs, Professional Technical Studies (PTS) Certification and grading information. Data Collection is on the Student Registration Form, DoDEA Form 600; Immunization, and Consent forms.

**DISPOSITION:** Temporary. Cut off annually at the end of the school year. Destroy 20 years after cutoff.

**AUTHORITY:** DAA-0330-2012-0007-0001

**PRIVACY ACT:** DoDEA 26

**FILE NUMBER:** 1905-02

**FILE TITLE:** District Profiles Master File

**FILE DESCRIPTION:** Information system [or database] used to collect data on Local Education Agencies (LEAs) that serve military dependent children. The data is at the macro level; individual data on the performance of DoD dependents is not collected. Master file includes, but is not limited to, public LEA data including the numbers of military connected students, impact aid figures, associated military installations, demographic data, and national, state, and district testing results, including math, science, and English language arts.

**DISPOSITION:** Temporary. Cut off annually based on school year. Destroy 10 years after cutoff or when no longer needed for analysis.

**AUTHORITY:** N1-330-10-008, item 1

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1905-03

**FILE TITLE:** Defense Retail Inter-Service Support Program (DRIS) Files

**FILE DESCRIPTION:** Agreements between DoDEA and Military Services or other Federal Agencies.

**DISPOSITION:** Temporary. Cut off at close of calendar year. Destroy 1 year after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0042

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1914-01

**FILE NUMBER:** 1905-04

**FILE TITLE:** Automated Faculty Curriculum Vitae Files

**FILE DESCRIPTION:** This database is maintained by the Civilian Personnel Directorate and includes fields describing basic biographical and professional-qualifications data on academic faculty members. Hard copy output is furnished users upon request.

**DISPOSITION:** Temporary. Cut off and destroy individual entries when faculty appointment is terminated. Cut off and destroy file when system is superseded.

**AUTHORITY:** DAA-0330-2013-0012-0045

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 916-02

**FILE NUMBER:** 1905-05

**FILE TITLE:** DoD Postsecondary Education Complaint System (PECS)





# OSD Records Disposition Schedules

**FILE DESCRIPTION:** Information system containing complaint records regarding postsecondary institutions. The complaint information consists of:

- Name, age range, service branch/affiliation, rank (if available), and contact information (Street address, country, phone number and email)
- Name and contact information of person submitting complaint on behalf of a covered individual (if applicable)
- Type of Federal Benefits used and dollar amounts (i.e., out-of-pocket tuition and/or government tuition credit paid)
- School name and mailing address
- Level of study
- Military education center name and address
- Complaint description
- Case resolution notes

**DISPOSITION:** Temporary. Cut off upon resolution of the case and transfer a COPY to the FTC’s Consumer Sentinel System. Destroy the original master data set 3 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0017-0001

**PRIVACY ACT:** TBD

**FILE NUMBER:** 1905-06

**FILE TITLE:** School Incident and Accident Injury Reports

**FILE DESCRIPTION:** Records concerning Serious Incidents Reports (SIRs) or Accident and Injury Reports (AIRs) to any person(s) on or related to DoDEA schools, facilities, or grounds worldwide.

**DISPOSITION:** Temporary. Cut off at the end of the school year. Destroy 2 years after cutoff (Schools and District Safety and Security Offices) or 5 years after cutoff (Deputy Director's Safety and Security Office), as applicable.

**AUTHORITY:** N1-330-11-008, item 1

**PRIVACY ACT:** Not Applicable

<b>RECORDS CATEGORY:</b> 1906
<b>CATEGORY TITLE:</b> General Supply Accounting
<b>CATEGORY DESCRIPTION:</b> Records pertaining to the policy and support necessary for the effective and efficient operation of the general supply accounting activities of DoDEA.

**FILE NUMBER:** 1906-01

**FILE TITLE:** Hand Receipt Account Serial Number Files Register (DODACC)

**FILE DESCRIPTION:** Registers recording school and activity record account serial numbers and indicating each designation and activity to which assigned.

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff.

**AUTHORITY:** N1-330-87-001, item 19

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1906-02

**FILE TITLE:** Hand Receipt Account Serial Number Files List (DODACC)



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**FILE DESCRIPTION:** Lists issued periodically that reflect current account serial numbers assigned within the regional geographical area.

**DISPOSITION:** Temporary. Cut off and destroy when superseded.

**AUTHORITY:** N1-330-87-001, item 20

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1906-03 – Consolidated into 204-01

**FILE NUMBER:** 1906-04

**FILE TITLE:** Authorized Supply Code Files Registers

**FILE DESCRIPTION:** Register documents on the assignment of authorized organization supply codes to each school, organization or activity authorized to maintain property on an organization property records.

**DISPOSITION:** Temporary. Cut off upon cancellation of all supply codes listed on the sheet or in the bound register. Destroy 1 year after cutoff.

**AUTHORITY:** N1-330-87-001, item 22(1)

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1906-04.1

**FILE NUMBER:** 1906-04.1 – Moved to 1906-04

**FILE NUMBER:** 1906-04.2 – Consolidated into 204-01

**FILE NUMBER:** 1906-05

**FILE TITLE:** Property Officer and/or Custodian Designation Files

**FILE DESCRIPTION:** Documents reflecting the designation of property officers. Included are letters of appointment and revocation.

**DISPOSITION:** Temporary. Cut off upon termination of appointment. Destroy 2 years after cutoff.

**AUTHORITY:** N1-330-87-001, item 23

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1906-06

**FILE TITLE:** Stock Level Control Files

**FILE DESCRIPTION:** Documents on the establishment and amending of stock levels at regional warehouse.

**DISPOSITION:** Temporary. Cut off annually. Destroy 1 year after cutoff.

**AUTHORITY:** N1-330-87-001, item 24

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1906-07

**FILE TITLE:** Supply or Equipment Authorization Files

**FILE DESCRIPTION:** Documents on requests for authorizations for allowances or authority to exceed or change existing authorizations.

**DISPOSITION:** Temporary. Cut off and destroy when incorporated in a numbered publication or on recession, whichever is sooner.

**AUTHORITY:** N1-330-87-001, item 25

**PRIVACY ACT:** Not Applicable



## OSD Records Disposition Schedules

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**FILE NUMBER:** 1906-08 – Consolidated into 204-01

**FILE NUMBER:** 1906-09

**FILE TITLE:** Hand Receipt Jacket

**FILE DESCRIPTION:** Document that may be accumulated by the accountable officer that reflect regional property held on memorandum receipts, consisting of property issue slips, turn-in slips, individual and consolidated memorandum receipts, and related papers.

**DISPOSITION:** Temporary. Cut off and destroy Individual school of activity hand receipts and related papers on inclusion in a consolidated hand receipt or on turn-in of the property issued or other satisfactory accounting of responsibility.

**AUTHORITY:** N1-330-87-001, item 27

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1906-10 – Consolidated into 204-01

**FILE NUMBER:** 1906-11 – Consolidated into 204-01

**FILE NUMBER:** 1906-12 – Consolidated into 204-01

**FILE NUMBER:** 1906-13a – Consolidated into 204-01

**FILE NUMBER:** 1906-13b – Consolidated into 204-01

**FILE NUMBER:** 1906-14 – Consolidated into 204-01

**FILE NUMBER:** 1906-15 – Consolidated into 204-01

**FILE NUMBER:** 1906-16 – Consolidated into 204-01

**FILE NUMBER:** 1906-17a – Consolidated into 206-09.1

**FILE NUMBER:** 1906-17a – Moved to 1906-17

**FILE NUMBER:** 1906-17

**FILE TITLE:** Reports of Survey Files – All Others

**FILE DESCRIPTION:** All other files (other than those fixing pecuniary liability) that describe the circumstances and recommended actions concerning the loss, damage, or destruction of Government property. Included are reports of survey and supporting documents.

**DISPOSITION:** Temporary. Cut off upon final action. Destroy 3 years after cutoff.

**AUTHORITY:** N1-330-87-001, item 35(2)

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1906-18

**FILE TITLE:** Report of Survey Control Register

**FILE DESCRIPTION:** Registers and related documents maintained to control reports of survey.

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff.

**AUTHORITY:** N1-330-87-001, item 36

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1906-19 – Consolidated into 204-01



## OSD Records Disposition Schedules

**FILE NUMBER:** 1906-20

**FILE TITLE:** Relief From Responsibility (Liability Admitted) Files

**FILE DESCRIPTION:** Retained unit copies of DD Form 1311 and DD Form 362 – statements of charges of cash collection vouchers on property that has been lost, damaged, or destroyed, and that liability is admitted by the responsible individual.

**DISPOSITION:** Temporary. Cut off 3 months after completion (DD Form 1311) or verification that all amounts have been collected (DD Form 362). Destroy 3 months after cutoff.

**AUTHORITY:** N1-330-87-001, item 38

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1906-21 – Consolidated into 206-09.1

**FILE NUMBER:** 1906-22 – Consolidated into 206-09.1

**FILE NUMBER:** 1906-23 – Consolidated into 206-09.1

**RECORDS CATEGORY:** 1907

**CATEGORY TITLE:** Supply Control and Quantitative Material Requirements Files

**CATEGORY DESCRIPTION:** Records pertaining to supply control and quantitative requirements of DoDEA.

**FILE NUMBER:** 1907-01

**FILE TITLE:** Investment Item Forecasting Files

**FILE DESCRIPTION:** Documents created in forecasting and computing the requirements for individual investment and selected items of material. Planning documents that provide guidance in computing the requirements for the item, and related papers.

**DISPOSITION:** Temporary. Cut off upon supersession, or when obsolete, discontinued or removed. Destroy 3 years after superseded or 1 year after obsolete, discontinuance, or removal, whichever is sooner.

**AUTHORITY:** N1-330-87-001, item 42

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1907-02

**FILE TITLE:** Material Allowance Files

**FILE DESCRIPTION:** Documents reflecting allowances of material required by and authorized for schools to accomplish both administrative and educational missions. They are used in computing quantitative requirements for material and documents such as operational projects, communications pertaining to the authorization documents, and copies of other plans that provide a basis for computing quantitative requirements.

**DISPOSITION:** Temporary. Cut off when basic documents become superseded or obsolete. Destroy 3 years after cutoff.

**AUTHORITY:** N1-330-87-001, item 43

**PRIVACY ACT:** Not Applicable

**RECORDS CATEGORY:** 1908

**CATEGORY TITLE:** Self-Service Supply Center Files

**CATEGORY DESCRIPTION:** Records pertaining to the self-service supply activities of DoDEA.



## OSD Records Disposition Schedules

**FILE NUMBER:** 1908-01

**FILE TITLE:** Account Authorization Files and Ledger

**FILE DESCRIPTION:** Documents on the establishment of monetary credit authorization for school and activity supplicants drawing supplies from a self-service supply center.

**DISPOSITION:** Temporary. Cut off after posting authorization to customers ledger and ledger card. Destroy 1 year after cutoff.

**AUTHORITY:** N1-330-87-001, item 44

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1908-02a – Moved to 1908-02

**FILE NUMBER:** 1908-02b – Moved to 1908-03

**FILE NUMBER:** 1908-02

**FILE TITLE:** Obsolete Authorized Supply Representative Card Files

**FILE DESCRIPTION:** Obsolete cards identifying individuals as authorized supply representatives, correspondence relating to issuance of monetary credits, and correspondence relating to the account.

**DISPOSITION:** Temporary. Cut off and destroy after posting entries to the register.

**AUTHORITY:** N1-330-87-001, item 45(1)

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1908-02a

**FILE NUMBER:** 1908-03

**FILE TITLE:** Authorized Supply Representative Card Files – Remaining Files

**FILE DESCRIPTION:** Card identifying individuals as authorized supply representatives, correspondence relating to issuance of monetary credits, and correspondence relating to the account.

**DISPOSITION:** Temporary. Cut off annually. Destroy 2 years after cutoff.

**AUTHORITY:** N1-330-87-001, item 45(2)

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1908-02b

**RECORDS CATEGORY:** 1909

**CATEGORY TITLE:** Supply Item Identification Files

**CATEGORY DESCRIPTION:** Records pertaining to supply item identification activities of DoDEA.

**FILE NUMBER:** 1909-01

**FILE TITLE:** Supply Item Identification Files

**FILE DESCRIPTION:** Documents on proposed original item identification or proposed changes, revisions, transfers, and cancellations of basic names, definitions, descriptions, references, and illustrations for inclusion in supply catalogs. Included are requests for nomenclature and Federal stock numbers, name and description transmittal forms, reference drawing or illustration sketches, coordination or collaborating actions, and similar documents pertaining to the proposed item identification.

**DISPOSITION:** Temporary. Cut off upon completion of action. Destroy 4 years after cutoff.

**AUTHORITY:** N1-330-87-001, item 46

**PRIVACY ACT:** Not Applicable



## OSD Records Disposition Schedules

**RECORDS CATEGORY:** 1910

**CATEGORY TITLE:** Stock Control and Requisition Files

**CATEGORY DESCRIPTION:** Records pertaining to stock control and requisition activities of DoDEA.

**FILE NUMBER:** 1910-01

**FILE TITLE:** Due-In Document Files

**FILE DESCRIPTION:** Documents reflecting quantity and type of material due-in that are used as a record of due-in shipments, as a notification of shipment or for purposes of warehouse space utilization planning. Included are copies of requisitions, shipping and delivery orders, and similar documents, but excluding such documents when filed with vouchers to the stock record account.

**DISPOSITION:** Temporary. Cut off and destroy 6 months after receipt of shipment, or when files have served their purpose, whichever is sooner.

**AUTHORITY:** N1-330-87-001, item 47

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1910-02

**FILE TITLE:** Due-In Document Register Files

**FILE DESCRIPTION:** Registers recording due-in shipments or notices of shipment.

**DISPOSITION:** Temporary. Cut off after date of last fiscal year entry. Destroy 1 year after cutoff.

**AUTHORITY:** N1-330-87-001, item 48

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1910-03

**FILE TITLE:** Car Arrival Reporting Files

**FILE DESCRIPTION:** Documents used to initiate diversions of shipments or immediate reshipment such as car arrival reports.

**DISPOSITION:** Temporary. Cut off in month after diversion of reshipment. Destroy 3 months after cutoff.

**AUTHORITY:** N1-330-87-001, item 49

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1910-04

**FILE TITLE:** Requisition Suspense and Status Files

**FILE DESCRIPTION:** Documents maintained by the requisitioner that reflect the supply status of requisitions. Included are copies of requisitions, supply status cards, follow-up data, and reconciliation of open requisitions.

**DISPOSITION:** Temporary. Cut off after completion of action, on cancellation of requisition or move to completed document file. Destroy 1 year after cutoff.

**AUTHORITY:** N1-330-87-001, item 50

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1910-05

**FILE TITLE:** Issue History Files

**FILE DESCRIPTION:** Documents reflecting the record of each material request release order and all supply actions taken on the request.



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**DISPOSITION:** Temporary. Cut off annually. Destroy 2 years after cutoff.

**AUTHORITY:** N1-330-87-001, item 51

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1910-06

**FILE TITLE:** Requisition Register Files

**FILE DESCRIPTION:** Registers maintained to record requisitions submitted for supplies to be furnished by procurement activities.

**DISPOSITION:** Temporary. Cut off annually. Destroy 1 year after cutoff.

**AUTHORITY:** N1-330-87-001, item 52

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1910-07 – Consolidated into 103-13

**FILE NUMBER:** 1910-08

**FILE TITLE:** Packaging and Handling Deficiency Reporting Files

**FILE DESCRIPTION:** Reports submitted by receiving activities on deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of packaging and handling deficiencies, reports and corrective action and related papers.

**DISPOSITION:** Temporary. Cut off annually. Destroy 1 year after cutoff.

**AUTHORITY:** N1-330-87-001, item 54

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1910-09 – Consolidated into 204-01

**FILE NUMBER:** 1910-10 – Consolidated into 204-01

**FILE NUMBER:** 1910-11

**FILE TITLE:** Warehouse Stock Availability Reporting Files

**FILE DESCRIPTION:** Reports prepared periodically listing stock availability balances, which are used primarily for ascertaining availability of supplies to satisfy quantities called for on requisitioning documents and for effecting release of quantities previously due out.

**DISPOSITION:** Temporary. Cut and destroy after 3 months, or on completion of next report, whichever is sooner.

**AUTHORITY:** N1-330-87-001, item 57

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1910-12

**FILE TITLE:** Warehouse Stock Status and Transaction Analysis Reporting Files

**FILE DESCRIPTION:** Reports reflecting current balances on a warehouse's stock records or summarizing individual transactions. Included are depot stock individual transactions. Included are depot stock status reports and depot transaction analysis reports.

**DISPOSITION:** Temporary. Cut off and destroy after stocks depleted.

**AUTHORITY:** N1-330-87-001, item 58

**PRIVACY ACT:** Not Applicable



## OSD Records Disposition Schedules

**FILE NUMBER:** 1910-13

**FILE TITLE:** Model (Service) Stock Files

**FILE DESCRIPTION:** Documents Maintained as a record of predetermined quantities of specified items reserved for issue to individuals or activities. Included are model stock lists and revisions thereof, property issue slips, and property turn-in slips.

**DISPOSITION:** Temporary. Cut off and destroy after stocks depleted.

**AUTHORITY:** N1-330-87-001, item 59

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1910-14

**FILE TITLE:** Equipment Table Files

**FILE DESCRIPTION:** Tables or lists that govern the issue of equipment and supplies to schools and organizations. Included are tables of organization, tables of equipment, and tables of allowances.

**DISPOSITION:** Temporary. Cut off and destroy when superseded or obsolete.

**AUTHORITY:** N1-330-87-001, item 60

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1910-15

**FILE TITLE:** Material Handling Equipment Use Files

**FILE DESCRIPTION:** Documents containing data for use in establishing utilization requirements for materials handling equipment. Included are daily records of materials handling equipment operations, copies of materials handling equipment utilization reports and similar documents.

**DISPOSITION:** Temporary. Cut off annually. Destroy 2 years after cutoff.

**AUTHORITY:** N1-330-87-001, item 61

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1910-16

**FILE TITLE:** Customer Supply Assistance Reporting Files

**FILE DESCRIPTION:** Reports of visits made by regional supply assistance personnel relative to supply assistance provided schools and activities.

**DISPOSITION:** Temporary. Cut off annually. Destroy 2 years after cutoff.

**AUTHORITY:** N1-330-87-001, item 62

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1910-17 – Consolidated into 204-01

**FILE NUMBER:** 1910-18

**FILE TITLE:** Equipment Management Survey Files

**FILE DESCRIPTION:** Documents accumulated as a result of conducting on-site review of equipment use and needed for reconciling property accountability records and authorization documents. Included are copies of survey reports, letters of authorization for turn-in and requisitioning of equipment, computer printouts of adjustments and excesses, key punch worksheets, and similar or related documents.

**DISPOSITION:** Temporary. Cut off and destroy after next survey.

**AUTHORITY:** N1-330-87-001, item 64





## OSD Records Disposition Schedules

**PRIVACY ACT:** Not Applicable

**RECORDS CATEGORY:** 1911

**CATEGORY TITLE:** Maintenance Files

**CATEGORY DESCRIPTION:** Records relating to the management of maintenance activities of DoDEA.

**FILE NUMBER:** 1911-01

**FILE TITLE:** Maintenance Summary and Managements Files – Consolidated and Feeder Reports

**FILE DESCRIPTION:** Consolidated and feeder reports on the summarization of data to the general management of maintenance operations and functions. Copies of various operationally prepared funds (control copies) containing detailed data of value in managing such aspects of maintenance as forecasting workloads, scheduling work for orderly flow, work-time standards and routing of work, parts supply, cost control, quality control, operation improvement are reviewed, analyzed, and summarized.

**DISPOSITION:** Temporary. Cut off and destroy when extraction of necessary data or no longer needed.

**AUTHORITY:** N1-330-87-001, item 65

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1911-02 – Consolidated into 103-13

**FILE NUMBER:** 1911-03 – Consolidated into 103-13

**FILE NUMBER:** 1911-04

**FILE TITLE:** Exchange Tag Files

**FILE DESCRIPTION:** Documents (normally tags) used as receipts for replacement of parts or components.

**DISPOSITION:** Temporary. Cut off and destroy on return or issue of related equipment.

**AUTHORITY:** N1-330-87-001, item 68

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1911-05 – Consolidated into 204-01

**FILE NUMBER:** 1911-06

**FILE TITLE:** Shop Locator Record Files

**FILE DESCRIPTION:** Location sheets, cards, tags, and other documents constituting a part of a location, inventory, or identification system for equipment sent to shops, or utilized as a check or inventory for such equipment.

**DISPOSITION:** Temporary. Cut off and destroy reusable forms when filled.

**AUTHORITY:** N1-330-87-001, item 70

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1911-07 – Consolidated into 103-13

**FILE NUMBER:** 1911-08 – Consolidated into 103-13

**RECORDS CATEGORY:** 1912

**CATEGORY TITLE:** Storage Files

**CATEGORY DESCRIPTION:** Records pertaining to the management of storage activities of DoDEA.



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**FILE NUMBER:** 1912-01

**FILE TITLE:** Warehouse Planning and Layout Files

**FILE DESCRIPTION:** Warehouse, shed, or open storage space planning and layout diagrams, or comparable papers on space planning and layout.

**DISPOSITION:** Temporary. Cut off and destroy when superseded or obsolete.

**AUTHORITY:** N1-330-87-001, item 73

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1912-02

**FILE TITLE:** Locator Record Files

**FILE DESCRIPTION:** Documents constituting a part of a location system for supplies and equipment, or used as a check or inventory of stock location. Included are space control sheets, location sheets, location cards, bin tags, and comparable documents.

**DISPOSITION:** Temporary. Cut off and destroy when superseded or obsolete.

**AUTHORITY:** N1-330-87-001, item 74

**PRIVACY ACT:** Not Applicable

**FILE TITLE:** 1912-03

**FILE TITLE:** Warehouse Receiving Files

**FILE DESCRIPTION:** Car or container arrival reports, shipping documents, tallies, or comparable documents retained for the purpose of car spotting, the assignment of labor and equipment, unloading of supplies, and other purposes connected with the receipt of supplies at depot warehouses.

**DISPOSITION:** Temporary. Cut off upon receipt of shipment. Destroy 3 months after cutoff, or when no longer needed, whichever is sooner.

**AUTHORITY:** N1-330-87-001, item 75

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1912-04

**FILE TITLE:** Warehouse Shipping Files

**FILE DESCRIPTION:** Shipping documents, tallies, reports of outbound freight, work assignment sheets used for stock piling, copies of stock or packing tags, or comparable documents retained by the warehouse after shipment and used for the purpose of picking and loading stock for shipment.

**DISPOSITION:** Temporary. Cut off after shipment. Destroy 3 months after cutoff or when no longer needed, whichever is sooner.

**AUTHORITY:** N1-330-87-001, item 76

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1912-05

**FILE TITLE:** Labor Pool and Equipment Operating Files

**FILE DESCRIPTION:** Documents on assignment and utilization of labor and equipment for warehousing activities. Included are work assignment sheets, working reports of the operation of materials handling equipment, daily work reports showing date, shift, cars or trucks loaded or unloaded and comparable documents.



## OSD Records Disposition Schedules

**DISPOSITION:** Temporary. Cut off monthly. Destroy 6 months after cutoff.

**AUTHORITY:** N1-330-87-001, item 77

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1912-06 – Consolidated into 204-01

**FILE NUMBER:** 1912-07 – Consolidated into 103-13

**FILE NUMBER:** 1912-08

**FILE TITLE:** Transportation Fund Cite and Control Files

**FILE DESCRIPTION:** Documents constituting a system of control of the identification of separate shipments and fund cited.

**DISPOSITION:** Temporary. Cut off after date of last shipment. Destroy 6 months after cutoff.

**AUTHORITY:** N1-330-87-001, item 80

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1912-09 – Consolidated into 103-13

**FILE NUMBER:** 1912-10 – Consolidated into 103-13

**FILE NUMBER:** 1912-11

**FILE TITLE:** Storage Register Files

**FILE DESCRIPTION:** Voucher assignment registers, shipping control registers, tally number registers, and comparable devices maintained for storage control purposes.

**DISPOSITION:** Temporary. Cut off annually. Destroy after 1 year.

**AUTHORITY:** N1-330-87-001, item 83

**PRIVACY ACT:** Not Applicable

**RECORDS CATEGORY:** 1913 – RESERVED

**FILE NUMBER:** 1913-01 – Consolidated into 206-09.1

**RECORDS CATEGORY:** 1914 – RESERVED

**FILE NUMBER:** 1914-01 – Moved to 1905-03

**RECORDS CATEGORY:** 1915

**CATEGORY TITLE:** DoDEA Facilities Files

**CATEGORY DESCRIPTION:** Records pertaining to the administration of DoDEA Facilities.

**FILE NUMBER:** 1915 – Consolidated into 208-05

**FILE NUMBER:** 1915-01 – Consolidated into 204-01

**FILE NUMBER:** 1915-02 – Moved to 204-13

**FILE NUMBER:** 1915-03

**FILE TITLE:** Facilities Construction Files



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**FILE DESCRIPTION:** Contains non-policy procedures and standards documents on facilities.

**DISPOSITION:** Temporary. Destroy when no longer needed for reference.

**AUTHORITY:** N1-330-87-001, item 88

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1915-04.1 – Consolidated into 204-01

**FILE NUMBER:** 1915-04.2 – Consolidated into 204-01

**FILE NUMBER:** 1915-04.3 – Consolidated into 204-01

**RECORDS CATEGORY:** 1916

**CATEGORY TITLE:** DoDEA Safety Files

**CATEGORY DESCRIPTION:** Records pertaining to safety within DoDEA Facilities.

**FILE NUMBER:** 1916-01

**FILE TITLE:** Safety and Security Files

**FILE DESCRIPTION:** Records on the safety and physical security of personnel, students, and material that DoDEA is responsible.

**DISPOSITION:** Temporary. Cut off annually. Destroy 2 years after cutoff.

**AUTHORITY:** N1-330-87-001, item 90

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1916

**RECORDS CATEGORY:** 1917

**CATEGORY TITLE:** Multidisciplinary Laboratories (MDL) Files

**CATEGORY DESCRIPTION:** Records pertaining to the MDL, which is the home base of operations for medical students, including laboratory work and study areas.

**FILE NUMBER:** 1917-01

**FILE TITLE:** Executive Chief Proctor (Teaching & Research Support (TRS)) and Chief Proctor Multidisciplinary Laboratories (MDL) Files

**FILE DESCRIPTION:** Files of the Executive Chief Proctor for TRS and Chief Proctor for MDLs. Includes:

- General correspondence with the National Board of Medical Examiners (NBME) Board
- Orders for tests
- Correspondence to staff and faculty concerning examinations and preparation for proctoring of examinations
- Internal memoranda to request test sites be in order
- Bills for examinations

**DISPOSITION:** Temporary. Cut off after exam is administered. Destroy 5 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0015

**PRIVACY ACT:** WUSU03

**FORMER FILE NUMBER:** 921-01a

**FILE NUMBER:** 1917-02

**FILE TITLE:** National Board of Medical Examiners Answer Sheet Files



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**FILE DESCRIPTION:** Original answer sheets and booklets.

**DISPOSITION:** Temporary. Cut off and destroy when superseded or no longer needed for business.

**AUTHORITY:** DAA-0330-2013-0012-0016

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 921-01d

**FILE NUMBER:** 1917-03

**FILE TITLE:** National Board of Medical Examiners (NBME) File – Registrar’s Office

**FILE DESCRIPTION:** Comprehensive Part I and Part II given twice a year to second-year medical students maintained by the Registrar’s Office. Also includes subject examinations given throughout the year to first through fourth-year medical students. These tests function as elements of the certification process for medical licensure and as measures of academic achievement in individual disciplines. Assistant Dean, Teaching and Research Support and MDL are responsible for the administration and security of all NBME test materials from the date of receipt to the date of their return to the National Board. The Registrar’s office maintains individual scores, class records, composite lists, statistical information, and Departmental information (some of this information is on tape); general correspondence from prior years held in Registrar’s Office consolidated with TRS.

**DISPOSITION:** Temporary. Cut off upon graduation, transfer, withdrawal or death (GTWD) of student; destroy 50 years after cutoff.

**AUTHORITY:** N1-330-91-002, item 921-01b

**PRIVACY ACT:** WUSU03

**FORMER FILE NUMBER:** 921-01b

**FILE NUMBER:** 1917-04

**FILE TITLE:** National Board of Medical Examiners (NBME) File – Academic Department Comprehensives

**FILE DESCRIPTION:** Comprehensive Part I and Part II given twice a year to second-year medical students that are maintained in other academic offices (other than the Registrar). Also includes subject examinations given throughout the year to first through fourth-year medical students. These tests function as elements of the certification process for medical licensure and as measures of academic achievement in individual disciplines. Assistant Dean, Teaching and Research Support and MDL are responsible for the administration and security of all NBME test materials from the date of receipt to the date of their return to the National Board.

**DISPOSITION:** Temporary. Cut off and destroy when superseded or when no longer needed.

**AUTHORITY:** N1-330-91-002, item 921-01c

**PRIVACY ACT:** WUSU03

**FORMER FILE NUMBER:** 921-01c

**FILE NUMBER:** 1917-05

**FILE TITLE:** Anatomical Gift Program Donor Case Files – Accepted Donors

**FILE DESCRIPTION:** Case Files on individuals who plan to have or have donated their bodies to medical science who have been accepted (i.e., accepted donors). Consists of original legal records of certificate of Body Donation or Certificate of Body Donation by Next of Kin; and State Death Certification Burial-Transit Permit, and Authority to Cremate. Also contained in folder are Reports on Medical History, vital statistics



## OSD Records Disposition Schedules

request for Medical/Dental Records Death Call Worksheet, Lab Reports, Authority to Cremate, and copies of all correspondence.

**DISPOSITION:** Temporary. Cut off upon cremation and/or interment of donor's remains, or upon their return to next-of-kin. Destroy 75 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0017

**PRIVACY ACT:** WUSU03

**FORMER FILE NUMBER:** 921-02a

**FILE NUMBER:** 1917-06

**FILE TITLE:** Anatomical Gift Program Donor Case Files – Pending Donors

**FILE DESCRIPTION:** Pending case files on individuals who plan to have or have donated their bodies to medical science. Consists of original legal documents of certificate of Body Donation or Certificate of Body Donation by Next of Kin; and State Death Certificate Burial-Transit Permit, and Authority to Cremate. Also contained in folder are Report on Medical history, vital statistics request for Medical/Dental Records Death Call Worksheet, Lab Reports, Authority to Cremate, copies of all correspondence.

**DISPOSITION:** Temporary. Cut off and destroy when no longer needed.

**AUTHORITY:** DAA-0330-2013-0012-0018

**PRIVACY ACT:** WUSU03

**FORMER FILE NUMBER:** 921-02b

**RECORDS CATEGORY:** 1918

**CATEGORY TITLE:** Civilian Personnel Academic Appointment Files

**CATEGORY DESCRIPTION:** Records maintained in the Academic Appointment Section, which prepares appointments, promotions, and tenure materials.

**FILE NUMBER:** 1918-01

**FILE TITLE:** Visa Files on Foreign National Employees

**FILE DESCRIPTION:** Correspondence, memoranda, reports, forms and other types of correspondence regarding individual visa applicants. **NOTE:** Visa applications are copies.

**DISPOSITION:** Temporary. Cut off after separation. Destroy 20 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0019

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 922-01

**FILE NUMBER:** 1918-02

**FILE TITLE:** Faculty Curriculum Vitae Files

**FILE DESCRIPTION:** Curriculum vitae, faculty appointment letters, reappointment letters and departmental memoranda for both billeted military and adjunct non-billeted military and civilian faculty members. The files are arranged alphabetically in a central file.

**DISPOSITION:** Temporary. Cut off after termination of faculty member. Destroy 20 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0020

**PRIVACY ACT:** WUSU03

**FORMER FILE NUMBER:** 922-02



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**FILE NUMBER:** 1918-03

**FILE TITLE:** Faculty Index Files

**FILE DESCRIPTION:** Index cards that include name, address, Department and title, and date of appointment of individuals holding academic appointments at the University/Institution, maintained for convenience and reference.

**DISPOSITION:** Temporary. Cut off and destroy when no longer needed.

**AUTHORITY:** DAA-0330-2013-0012-0021

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 922-03

**FILE NUMBER:** 1918-04

**FILE TITLE:** Academic Appointment Individual Faculty who Work Outside of USUHA Case Files

**FILE DESCRIPTION:** Copies of USUHS Form 1006 (or its successor), "Request for Approval of Outside Activity," which is used to request permission for employment outside of the USUHS facility, and USUHS Form 1013 (or its successor), "Report on Outside Activity," which is completed by September 10 of that year's activities.

**DISPOSITION:** Temporary. Cut off upon separation. Destroy 3 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0022

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 922-04

**RECORDS CATEGORY:** 1919

**CATEGORY TITLE:** Health Center Files

**CATEGORY DESCRIPTION:** Records maintained in the Student Health Clinic that cares for military faculty, students and student spouses.

**FILE NUMBER:** 1919-01

**FILE TITLE:** Military Faculty and Student Medical Record Files

**FILE DESCRIPTION:** Health records for students and their dependents, and military faculty used until the time of graduation/elimination of the student.

**DISPOSITION:** Temporary. Cut off and release to students and spouses upon graduation. Cut off and release records to faculty upon reassignment, retirement or resignation.

**AUTHORITY:** DAA-0330-2013-0012-0023

**PRIVACY ACT:** WUSU06

**FORMER FILE NUMBER:** 924-01

**FILE NUMBER:** 1919-02

**FILE TITLE:** Clinic (Health Unit) Scheduling Records

**FILE DESCRIPTION:** Scheduling records (including Logs or registers) of clinic visits, both occupational and non-occupational). Includes:

- Patient's name, time of appointment, and type of work to be performed
- Details for pending, confirmed, and upcoming appointments, including date, time, clinic, care team and reason for visit
- Notifications about appointment updates



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- Patient visit and other scheduling-related statistics

**DISPOSITION:** Temporary. Cut off annually. Destroy 3 years after cutoff.

**AUTHORITY:** GRS 2.7, item 010 (DAA-GRS-2017-0010-0001)

**PRIVACY ACT:** WUSU03

**FORMER FILE NUMBER(s):** 924-02a, 924-02b

**FILE NUMBER:** 1919-03

**FILE TITLE:** Non-Occupational Individual Medical Case Files

**FILE DESCRIPTION:** Records of treatment or examination created and maintained by a health care facility or dispensary documenting an individual's medical history, physical condition, vaccinations, and first-aid visits for nonwork-related purposes (including laboratory tests (Lab and Pap)). Also referred to as "patient records" in Title 5 Part 293 Subpart E.

**DISPOSITION:** Temporary. Cut off upon last encounter. Destroy 10 years after cutoff.

**AUTHORITY:** GRS 2.7, item 070 (DAA-GRS-2017-0010-0012)

**PRIVACY ACT:** WUSU03

**FORMER FILE NUMBER:** 924-02c

**FILE NUMBER:** 1919-04

**FILE TITLE:** Non-Occupational Health and Wellness Program Records

**FILE DESCRIPTION:** Records documenting the planning, management, reporting, correspondence with internal agency offices, statistical summaries, and routine operations undertaken by employee health service organizations involving non-occupational worksite health and wellness programs, such as nursing mothers, Automated External Defibrillators (AEDs), alcohol and drug abuse programs, and tobacco cessation. Includes:

- Health risk appraisals
- Biometric testing
- Health coaching
- Disease management
- Behavioral management
- Preventive services
- Fitness programs

**DISPOSITION:** Temporary. Cut off after the project/activity/ or transaction is completed or superseded. Destroy 3 years after cutoff.

**AUTHORITY:** GRS 2.7, item 080 (DAA-GRS-2017-0010-0012)

**PRIVACY ACT:** WUSU03

**FILE NUMBER:** 1919-05

**FILE TITLE:** Quarter's Log Books and Student Photo Files

**FILE DESCRIPTION:** Listings of all students and active duty personnel who are put on quarters while under treatment for illness. Student photos maintained for ease of identification.

**DISPOSITION:** Temporary. Cut off upon last entry. Destroy 5 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0012-0024

**PRIVACY ACT:** WUSU03

**FORMER FILE NUMBER(s):** 924-03, 924-04





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**FILE NUMBER:** 1919-06

**FILE TITLE:** Student Name and Address Log Files

**FILE DESCRIPTION:** Alphabetical list of students by year with their name, address, telephone number and social security number, maintained for convenience.

**DISPOSITION:** Temporary. Cut off and destroy when superseded.

**AUTHORITY:** DAA-0330-2013-0012-0025

**PRIVACY ACT:** WUSU03

**FORMER FILE NUMBER:** 924-05

**FILE NUMBER:** 1919-07

**FILE TITLE:** Medical Student Schedules

**FILE DESCRIPTION:** Duplicate copies of class schedules maintained for ease of reference.

**DISPOSITION:** Temporary. Cut off and destroy at the end of the academic year.

**AUTHORITY:** DAA-0330-2013-0012-0026

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 924-06

**RECORDS CATEGORY:** 1920

**CATEGORY TITLE:** Uniformed Services University of the Health Sciences (USUHS) Biomedical Research Files

**CATEGORY DESCRIPTION:** Records related to the planning, development, and oversight of specific projects and programs of biomedical research performed by USUHS scientists or contractors; experimental, observational and control data; and reports, articles, and data sets.

**FILE NUMBER:** 1920-01

**FILE TITLE:** Experimental and Statistical Data Files – End Products

**FILE DESCRIPTION:** End products such as Progress Reports of findings and conclusions. These files are reports of experimental and statistical data case files (See 1920-02).

**DISPOSITION:** Permanent. Cut off when project is concluded; transfer to the NARA 20 years after cut off. **NOTE:** Files created in the course of research undertaken at the request of non-DoD agencies, e.g., the NIH, are not covered by this schedule, must be clearly identified, and must be kept separate from defense-related work.

**AUTHORITY:** N1-330-91-002, item 914-01a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 914-01a

**FILE NUMBER:** 1920-02

**FILE TITLE:** Experimental and Statistical Data Files – All Other Materials

**FILE DESCRIPTION:** All other materials (other than end products). These files consist of logs, notebooks, cards, forms or other media on which observations and data are recorded; records on patients or volunteers; interviews, questionnaires, examinations, or lab tests, including machine readings and data from slides, specimens or cultures; copies of abstracts of non-clinical records on individuals such as birth and death certificates; records created in processing and analyzing data related to or resulting from the project, including indexes, code cards and sheets, charts, graphs, punch cards, computer output,



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tabulations, diagrams or drawings; and intermediate compilations or analyses and progress reports with feeder reports and background material.

**DISPOSITION:** Temporary. Cut off and destroy all other materials when no longer required for research or reference purposes.

**NOTE:** Those experiments involving human subjects and/or deemed to be of historical significance should be reappraised on an individual basis for permanent retention. Such experiments might deal with a cure of a disease, a major scientific discovery, a major health program, or other event generating great media, public, or historic interest. Notify NARA so that an analysis and appraisal of these experiments can be conducted and appropriate disposition authorized.

Files created in the course of research undertaken at the request of non-DoD agencies, e.g., the NIH, are not covered by this schedule, must be clearly identified, and must be kept separate from defense-related work.

**AUTHORITY:** N1-330-91-002, item 914-01b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 914-01b

**RECORDS CATEGORY:** 1921

**CATEGORY TITLE:** Uniformed Services University of the Health Sciences (USUHS) Intra- and Extramural Research Protocol and Grant Administration Files

**CATEGORY DESCRIPTION:** Records pertaining to protocols and grants awarded to the USUHS or the Henry M. Jackson Foundation for the Advancement of Military Medicine (HMJ), which are maintained by the Research Administration Office. **NOTE:** Those projects – whether funded or unfunded – deemed to have historical significance should be appraised on an individual basis for permanent retention. Such projects might deal with cure of a disease, a major scientific discovery, a major health program or other event generating great media, public, or historic interest. Notify RDD so that an analysis and appraisal of these projects can be conducted and appropriate disposition authorized.

**FILE NUMBER:** 1921-01

**FILE TITLE:** Research Protocols and Grants

**FILE DESCRIPTION:** These files contain the official copy of the protocol or grant describing the nature of the proposed research, methodology involved, projected aims and justifications, notations and records of approval actions, names of principal investigators, project reviews, and related correspondence and memoranda. Files are arranged by investigator's name and Research Administration control number. Files may be maintained in the following status categories:

1. Pending - Waiting approval and/or disapproval and action by grantor.
  2. Active - Currently in an approved and/or funded status having passed all stages of review.
  3. Historical - Consist of disapproved, unfunded, and withdrawn applications and include total application, summary of review actions, and notification that no award shall be made. Also consist of previously active grants that have expired or terminated.
- Funded Grants and Awards Case Files consist of individual case folders containing the total application, summary of review actions, award notices, progress reports, financial records, audit records, close-out documents and other supporting and related papers maintained as an identifiable entity. They include research project grants, fellowships, training grants, and similar types of grants and awards.



## OSD Records Disposition Schedules

- Unfunded grants or awards consist of disapproved, withdrawn and non-funded grant applications and include the total application, summary of review actions, and notification that no award shall be made.

**NOTE:** Those projects deemed to have historical significance should be appraised on an individual basis for permanent retention. Such projects might deal with a cure of a disease, a major scientific discovery, a major health program or other event generating great media, public or historical interest.

**DISPOSITION:** Temporary. Cut off on close-out or expiration of protocol/grant or disapproval of award; destroy 10 years after cut off.

**AUTHORITY:** GRS 1.2, item 020 (DAA-GRS-2013-0008-0007)

**PRIVACY ACT:** WUSU09

**FORMER FILE NUMBER:** 915-01

**RECORDS CATEGORY:** 1922

**CATEGORY TITLE:** Uniformed Services University of the Health Sciences (USUHS) Department of Laboratory Animal Medicine (LAM)

**CATEGORY DESCRIPTION:** Records pertaining to the operation of the LAM that are not described elsewhere in this Records Disposition Schedule.

**FILE NUMBER:** 1922-01

**FILE TITLE:** Animal Health Records

**FILE DESCRIPTION:** These consist of healthcare records for all in-house animal populations of the LAM maintained by the Veterinary Medicine Division and include SF 600, "Chronological Record of Medical Care," weight charts, records of surgical procedures, anesthesiology records. Files are grouped by species (dogs, goats, pigs, cats, pigeons, etc.) and within species by USDA tag number or Laboratory Animal Medicine (LAM) internal control numbers.

**DISPOSITION:** Temporary. Cut off after death of animal or after completion of protocol, whichever is later. Destroy 3 years after cutoff.

**AUTHORITY:** N1-330-95-004, item 1

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 917-01

**FILE NUMBER:** 1922-02

**FILE TITLE:** Animal Husbandry Inventory Sheets

**FILE DESCRIPTION:** These records are maintained by the Animal Husbandry Division and are used to monitor the condition and status of in-house animal populations and to human contacts with each animal. They consist of inventory sheets kept by species and protocol number, records of temperature and humidity in animal rooms, and information on animal caretakers or technicians documenting each person's work schedule. These records are maintained on inventory sheets and in a mainframe computer.

**DISPOSITION:** Temporary. Cut off and destroy inventory sheets when superseded. Electronic data may be dumped when no longer needed for backup.

**AUTHORITY:** N1-330-91-002, item 917-02a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 917-02a



## OSD Records Disposition Schedules

**FILE NUMBER:** 1922-03

**FILE TITLE:** Animal Husbandry Daily Log Books

**FILE DESCRIPTION:** Daily work logs, including daily work assignment sheets and sanitation schedule for animals. These records are maintained by the Animal Husbandry Division and are used to monitor the condition and status of in-house animal populations and to human contacts with each animal. They consist of inventories kept by species and protocol number, records of temperature and humidity in animal rooms, and information on animal caretakers or technicians documenting each person's work schedule. These records are maintained on log books.

**DISPOSITION:** Temporary. Cut off at the end of the CY. Destroy 72 years after cutoff.

**AUTHORITY:** N1-330-91-002, item 917-02b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 917-02c

**RECORDS CATEGORY:** 1923

**CATEGORY TITLE:** Uniformed Services University of the Health Sciences (USUHS) Pharmacy Files

**CATEGORY DESCRIPTION:** Records maintained by the USUHS Pharmacy, which provides Departments with necessary pharmaceutical required for laboratory and research protocols.

**FILE NUMBER:** 1923-01

**FILE TITLE:** Pharmacy Controlled Substance Form (USUHS 6048 or successor)

**FILE DESCRIPTION:** Controlled Form having registered numbers and used to account for receiving, issuing, and administration of controlled substances by the Pharmacy. This Form is used to log controlled substances. Requester shall be notified upon arrival of substance.

**DISPOSITION:** Temporary. Cut off annually. Destroy 10 years after cutoff.

**AUTHORITY:** N1-330-91-002, item 919-01

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 919-01

**FILE NUMBER:** 1923-02

**FILE TITLE:** Departmental Controlled Substance Form (USUHS 6049 or successor)

**FILE DESCRIPTION:** Controlled form having registered numbers and used to account for receiving, issuing, and administration of controlled substances by Departments or an investigator. Custodians of controlled substances are responsible for safeguarding and maintaining accountability of controlled forms and substances issued to them. Accountability includes documentation of specific date and time when used, species and identification numbers of animals involved with its use, amounts issued, returned or administered, and on-hand balances. Full sheets are returned to Pharmacy and new sheets issued if a balance remains.

**DISPOSITION:** Temporary. Cut off annually. Destroy 10 years after cutoff.

**AUTHORITY:** N1-330-91-002, item 919-02

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 919-02

**FILE NUMBER:** 1923-03

**FILE TITLE:** Pharmacy/Departmental Controlled Substances (USUHS Form 6047 or successor)



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**FILE DESCRIPTION:** Receipt and issue records for controlled substances maintained for accountability purposes.

**DISPOSITION:** Temporary. Cut off annually. Destroy 10 years after cutoff.

**AUTHORITY:** N1-330-91-002, item 919-03

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 919-03

**FILE NUMBER:** 1923-04

**FILE TITLE:** Pharmacy Controlled Substance Sealing Log (USUHS Form 6054 or successor)

**FILE DESCRIPTION:** Maintained by the Pharmacy for accountability of controlled substances sealed for storage by the Controlled Substance and Alcohol Inventory Board (CSAIB).

**DISPOSITION:** Temporary. Cut off annually. Destroy 10 years after cutoff.

**AUTHORITY:** N1-330-91-002, item 919-04

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 919-04

**FILE NUMBER:** 1923-05

**FILE TITLE:** Controlled Substances and Alcohol Inventory Board Inventory Report (USUHS Form 6019, or successor)

**FILE DESCRIPTION:** Used by the Controlled Substance and Alcohol Inventory Board (CSAIB) to report the results of all inventory actions.

**DISPOSITION:** Temporary. Cut off annually. Destroy 4 years after cutoff.

**AUTHORITY:** N1-330-91-002, item 919-05

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 919-05

**FILE NUMBER:** 1923-06

**FILE TITLE:** Request for New Supplies/Pharmaceutical (USUHS Form 6417, or successor)

**FILE DESCRIPTION:** To request new items be added to those stocked in the Pharmacy.

**DISPOSITION:** Temporary. Destroy when 2 years old.

**AUTHORITY:** N1-330-91-002, item 919-06

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 919-06

**FILE NUMBER:** 1923-07

**FILE TITLE:** Controlled Substances Temporary Issue Receipts (USUHS Form 6058, or successor)

**FILE DESCRIPTION:** Prepared by Controlled Substance Custodian (CSC) for items leaving the physical facility of USUHS for use at a different location. Yellow copy is retained by Custodian.

**DISPOSITION:** Temporary. Cut off annually. Destroy 10 years after cutoff.

**AUTHORITY:** N1-330-91-002, item 919-07

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 919-07



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**FILE NUMBER:** 1923-08

**FILE TITLE:** Controlled Substance Accountability Worksheets

**FILE DESCRIPTION:** A monthly accountability of controlled substances within a specific Department. Prepared by department Controlled Substance Custodian (CSC).

**DISPOSITION:** Temporary. Cut off and purge once a year. Destroy 3 years after cutoff.

**AUTHORITY:** N1-330-91-002, item 919-08

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 919-08

**FILE NUMBER:** 1923-09

**FILE TITLE:** Absolute Alcohol Storage Sheets (USUHS Form 6055 or 6056 or successor)

**FILE DESCRIPTION:** Completed by investigators, staff and faculty to keep accountability of absolute alcohol stored in Department fire cabinets. These sheets shall be bound in the "USUHS Pharmacy Alcohol Usage Notebook" issued by the Pharmacy to the Controlled Substance Custodian (CSC).

**DISPOSITION:** Temporary. Cut off after last entry in log. Destroy 1 year after cutoff.

**AUTHORITY:** N1-330-91-002, item 919-09

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 919-09

**FILE NUMBER:** 1923-10

**FILE TITLE:** Controlled Substances and Alcohol Survey Request/Report (USUHS Form 6016 or successor)

**FILE DESCRIPTION:** Disposal reports of controlled substances that are no longer required.

**DISPOSITION:** Temporary. Cut off annually. Destroy 10 years after cutoff.

**AUTHORITY:** N1-330-91-002, item 919-10

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 919-10

**FILE NUMBER:** 1923-11

**FILE TITLE:** Department of Justice/Drug Enforcement Administration "Registrants Inventory of Drugs Surrendered" (DEA Form 41, or its successor)

**FILE DESCRIPTION:** Prepared by the Pharmacy Officer and submitted to DEA to account for the destruction of controlled substances.

**DISPOSITION:** Temporary. Cut off annually. Destroy 10 years after cutoff.

**AUTHORITY:** N1-330-91-002, item 919-11

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 919-11

**FILE NUMBER:** 1923-12

**FILE TITLE:** Prescription Drugs (not Controlled Drugs)

**FILE DESCRIPTION:** This file includes hand receipts for drugs, needles, and syringes furnished authorization personnel for use in research only.

**DISPOSITION:** Temporary. Cut off annually. Destroy 10 years after cutoff.

**AUTHORITY:** N1-330-91-002, item 919-12

**PRIVACY ACT:** Not Applicable



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**FORMER FILE NUMBER:** 919-12

**FILE NUMBER:** 1923-13

**FILE TITLE:** Controlled Substances Class I-V

**FILE DESCRIPTION:** This file consists of copies of the following forms (or their successors):

- USUHS 6048 – Pharmacy Controlled Substance Form;
- USUHS 6049 – Departmental Controlled Substance Form;
- USUHS 6047 – Pharmacy/Departmental Controlled Substance;
- USUHS 6054 – Pharmacy Controlled Substance
- USUHS 6019 – Controlled Substances and Alcohol Inventory Report
- USUHS 6007 – Use of Biohazards, Controlled Substances, and Dangerous Materials
- USUHS I-6404 – Controlled Substances Temporary Issue Receipt
- USUHS 6058 – Controlled Substance Temporary Issue Receipt
- USUHS 6016 – Controlled Substances and Alcohol Survey Request/Report
- DEA Form 41 – Registrants Inventory of Drugs Surrendered
- Department controlled substances accountability worksheets.

**DISPOSITION:** Temporary. Cut off annually. Destroy 10 years after cutoff.

**AUTHORITY:** N1-330-91-002, item 919-13

**PRIVACY ACT:** Not Applicable

**RECORDS CATEGORY:** 1924

**CATEGORY TITLE:** Uniformed Services University of the Health Sciences (USUHS) Environmental Health and Occupational Safety Files

**CATEGORY DESCRIPTION:** Records maintained by the Environmental Health and Occupational Safety (EHS) Division, pertaining to the health and safety programs unique to the USUHS. They include data on radiation dosimetry, radiation monitoring, radioactive waste disposal, accidents involving radioactive materials, testing, inspection and calibration of equipment, and radiation safety training and Occupational Health Branch.

**FILE NUMBER:** 1924-01

**FILE TITLE:** Radiation Protection Surveys - X-ray Surveys - Reports of Local X-ray System Surveys

**FILE DESCRIPTION:** Includes x-ray system measurements, evaluation of system for compliance with Federal Regulations, and recommendations.

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff (10 CFR 20.2103).

**AUTHORITY:** N1-330-91-002, item 920-01

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 920-01

**FILE NUMBER:** 1924-02

**FILE TITLE:** Radiation Protection Surveys - Radioisotope Laboratories

**FILE DESCRIPTION:** Reports of laboratory surveys for compliance with Federal and USUHS Regulations. Includes tests for radioactive contamination of laboratories and or equipment.

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff (10 CFR 20.2103).

**AUTHORITY:** N1-330-91-002, item 920-02



## OSD Records Disposition Schedules

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**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 920-02

**FILE NUMBER:** 1924-03

**FILE TITLE:** Radiation Protection Surveys - Radioisotope Packages

**FILE DESCRIPTION:** Reports of surveys for radioactive contamination of incoming or outgoing packages.

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff (10 CFR 20.2103).

**AUTHORITY:** N1-330-91-002, item 920-03

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 920-03

**FILE NUMBER:** 1924-04

**FILE TITLE:** Radiation Protection Training – Training Materials

**FILE DESCRIPTION:** Information relating to training materials, aids, and notification of courses, including information about preparing and presenting local training courses on methods of controlling, preventing, and dealing with exposure of people and the environment to ionizing radiation. Included are locally developed training materials and aids.

**DISPOSITION:** Temporary. Cut off and destroy when superseded or obsolete

**AUTHORITY:** N1-330-91-002, item 920-04a

**PRIVACY ACT:** WUSU08

**FORMER FILE NUMBER:** 920-04a

**FILE NUMBER:** 1924-05

**FILE TITLE:** Radiation Protection Training – Attendance, Grades

**FILE DESCRIPTION:** Training attendance, grades and dates of attendance for local training courses on methods of controlling, preventing, and dealing with exposure of people and the environment to ionizing radiation. Included are notifications of training sessions, rosters of graduation from courses with grades and attendance dates, and similar information.

**DISPOSITION:** Temporary. Cut off and destroy upon termination of license, following Nuclear Regulatory Commission (NRC) instructions.

**AUTHORITY:** N1-330-91-002, item 920-04b

**PRIVACY ACT:** WUSU08

**FORMER FILE NUMBER:** 920-04b

**FILE NUMBER:** 1924-06

**FILE TITLE:** Radiation Standard Operating Procedures (SOPs)

**FILE DESCRIPTION:** SOPs maintained by radiation safety officers that prescribe procedures for procurement, use, disposal, and control of radiation sources.

**DISPOSITION:** Temporary. Cut off and destroy when SOP is superseded or on disposal of the radiation source, whichever is sooner.

**AUTHORITY:** N1-330-91-002, item 920-05

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 920-05





## OSD Records Disposition Schedules

**FILE NUMBER:** 1924-07

**FILE TITLE:** Radiation Analyses

**FILE DESCRIPTION:** Information on detecting and recording levels of radiation or radioactivity in material samples or objects, and the environment where materials are used. Included are chemical and radiation analysis reports, process control analysis reports, leak and wipe tests, air biological, water, soil and vegetation samples and similar reports, logs, or information.

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff (10 CFR 20.2102 and 10 CFR 35.59(d)).

**AUTHORITY:** N1-330-91-002, item 920-06

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 920-06

**FILE NUMBER:** 1924-08

**FILE TITLE:** Radionuclide Experimental Authorization (REA)

**FILE DESCRIPTION:** Information containing authorization for a Principal Investigator to use radioactive material. All information such as application to use material, requests for user status, requests for protocol reviews, and information needed to maintain the REA are included.

**DISPOSITION:** Temporary. Cut off and destroy upon termination of license (10 CFR 20.2102(b)).

**AUTHORITY:** N1-330-91-002, item 920-07

**FORMER FILE NUMBER:** 920-07

**FILE NUMBER:** 1924-09

**FILE TITLE:** Radiation Sources Accounting Files – Sealed Sources

**FILE DESCRIPTION:** Information related to sealed sources accumulated by radiation safety personnel in controlling the receipt, retire, use, storage, and disposal of radioactive materials and other radiation sources. Included are records of material movements, instructions concerning movements, registers, issue receipts, inventory and material accounting records, waste disposal reports, computer data bases, and similar information.

**DISPOSITION:** Temporary. Cut off after final disposition of source. Destroy 5 years after cutoff (10 CFR 35(d)(g)).

**AUTHORITY:** N1-330-91-002, item 920-08a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 920-08a

**FILE NUMBER:** 1924-10

**FILE TITLE:** Radiation Sources Accounting Files - Disposal

**FILE DESCRIPTION:** Records of radioactive waste disposal accumulated by radiation safety personnel in controlling the receipt, retire, use, storage, and disposal of radioactive materials and other radiation sources. Included are records of material movements, instructions concerning movements, registers, issue receipts, inventory and material accounting records, waste disposal reports, computer data bases, and similar information.

**DISPOSITION:** Temporary. Cut off and destroy upon termination of license, following NRC instructions (10 CFR 20.210(b)(4)).

**AUTHORITY:** N1-330-91-002, item 920-08b



## OSD Records Disposition Schedules

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 920-08b

**FILE NUMBER:** 1924-11

**FILE TITLE:** Personnel Dosimetry Files – Administering the Program

**FILE DESCRIPTION:** Administrative data pertaining to administering program, and individual requests maintained on recording and reporting external or internal exposure to ionizing radiation. Included are records of all dosimeters processed for evaluation, consolidated reports of dosimeter evaluations, and similar information.

**DISPOSITION:** Temporary. Cut off after the individual terminates from USUHS. Destroy 5 years after cutoff (10 CFR 20.2104(f)).

**AUTHORITY:** N1-330-91-002, item 920-09a

**PRIVACY ACT:** WUSU10, WUSU13

**FORMER FILE NUMBER:** 920-09a

**FILE NUMBER:** 1924-12

**FILE TITLE:** Personnel Dosimetry Files – DD Forms 1141

**FILE DESCRIPTION:** Information on recording and reporting external or internal exposure to ionizing radiation. Included are DD Form 1141, “Record of Occupational Exposure to ionizing Radiation,” or its successor.

**DISPOSITION:** Temporary. Cut off and destroy upon termination of license (10 CFR 20.2106(f)).

**AUTHORITY:** N1-330-91-002, item 920-09b

**PRIVACY ACT:** WUSU10, WUSU13

**FORMER FILE NUMBER:** 920-09b

**FILE NUMBER:** 1924-13

**FILE TITLE:** Personnel Dosimetry Files – Bioassay Data and Calculations – Positive Results

**FILE DESCRIPTION:** Bioassay Data and Calculation information on recording and reporting external or internal exposure to ionizing radiation where the results are positive. Included are records of all dosimeters processed for evaluation, consolidated reports of dosimeter evaluations, and similar information.

**DISPOSITION:** Temporary. Cut off annually. Destroy 75 years after cutoff (10 CFR 20.2106(f)).

**AUTHORITY:** N1-330-91-002, item 920-09c(1)

**PRIVACY ACT:** WUSU10, WUSU13

**FORMER FILE NUMBER:** 920-09c(1)

**FILE NUMBER:** 1924-14

**FILE TITLE:** Personnel Dosimetry Files – Bioassay Data and Calculations – Negative Results

**FILE DESCRIPTION:** Bioassay Data and Calculation information on recording and reporting external or internal exposure to ionizing radiation where the results are negative. Included are records of all dosimeters processed for evaluation, consolidated reports of dosimeter evaluations, and similar information.

**DISPOSITION:** Temporary. Cut off annually and destroy 5 years after cutoff (10 CFR 20.2106(f)).

**AUTHORITY:** N1-330-91-002, item 920-09c(2)



## OSD Records Disposition Schedules

**PRIVACY ACT:** WUSU10, WUSU13  
**FORMER FILE NUMBER:** 920-09c(2)

**FILE NUMBER:** 1924-15

**FILE TITLE:** Radiation Safety Committee Files

**FILE DESCRIPTION:** Information relating to review, evaluation and approval or disapproval of the use of sources of ionizing radiation; procedures and conditions controlling such uses; and qualifications of individual users. Included are minutes of meetings, recommendation pertaining items considered by the committee and similar information.

**DISPOSITION:** Temporary. Cut off and destroy upon termination of license (10 CFR 20.2102(b)).

**AUTHORITY:** N1-330-91-002, item 920-10

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 920-10

**FILE NUMBER:** 1924-16

**FILE TITLE:** Nuclear Regulatory Commission (NRC) Radiation Inspections

**FILE DESCRIPTION:** Information that supplements surveys at local levels. It evaluates and provides guidance on eliminating potential hazards using radiation sources. Such inspections shall be provided by the Nuclear Regulatory Commission.

**DISPOSITION:** Temporary. Cut off and destroy upon termination of license, following NRC guidelines (10 CFR 20.2102(b))

**AUTHORITY:** N1-330-91-002, item 920-11a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 920-11a

**FILE NUMBER:** 1924-17

**FILE TITLE:** Radiation Inspections – All Others

**FILE DESCRIPTION:** Information that supplements surveys at local levels. It evaluates and provides guidance on eliminating potential hazards using radiation sources. Such inspections shall be provided by Department of Defense or other Federal Agencies.

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff or on completion of the next comparable survey, whichever is sooner (10 CFR 20.2102 (b)).

**AUTHORITY:** N1-330-91-002, item 920-11b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 920-11b

**FILE NUMBER:** 1924-18

**FILE TITLE:** Radiation Incident Files – Overexposure and ALARA Reports

**FILE DESCRIPTION:** Overexposure and As Low as Reasonably Achievable (ALARA) reports containing information about investigating and reporting cases of overexposure of individuals and the environment to ionizing radiation; and comparable incidents involving radioactive materials. Included are telegraphic reports of incidents, reports of overexposure, ALARA investigations, laboratory spills, reports of loss or theft of radioactive materials, and similar information.

**DISPOSITION:** Temporary. Cut off annually. Destroy 75 years after cutoff (10 CFR 20.2106(f)).



## OSD Records Disposition Schedules

**AUTHORITY:** N1-330-91-002, item 920-12a

**PRIVACY ACT:** WUSU11

**FORMER FILE NUMBER:** 920-12a

**FILE NUMBER:** 1924-19

**FILE TITLE:** Radiation Incident Files – Other Reports

**FILE DESCRIPTION:** Other reports (than overexposure or ALARA reports) containing information about investigating and reporting cases of overexposure of individuals and the environment to ionizing radiation; and comparable incidents involving radioactive materials. Included are telegraphic reports of incidents, reports of overexposure, investigations, laboratory spills, reports of loss or theft of radioactive materials, and similar information.

**DISPOSITION:** Temporary. Cut off annually. Destroy 30 years after cutoff (10 CFR 20.2106(f)).

**AUTHORITY:** N1-330-91-002, item 920-12b

**PRIVACY ACT:** WUSU11

**FORMER FILE NUMBER:** 920-12b

**FILE NUMBER:** 1924-20

**FILE TITLE:** Radioactive Material Licensing

**FILE DESCRIPTION:** Information relating to obtaining a Nuclear Regulatory Commission License to procure and use ionizing radiation sources. Included are license applications, coordinating actions, licenses, permits, and amendments thereto, and similar information.

**DISPOSITION:** Temporary. Cut off and destroy upon termination of license.

**AUTHORITY:** N1-330-91-002, item 920-13

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 920-13

**FILE NUMBER:** 1924-21

**FILE TITLE:** Instrument and Source Calibration Files - Certificates

**FILE DESCRIPTION:** Certificates on calibrating radiation sources and instruments that measure radiation. Included are manufacturers and locally developed calibration forms and records pertaining to calibration frequency, and similar information.

**DISPOSITION:** Temporary. Cut off after disposal of the related radiation sources. Destroy 3 years after cutoff (10 CFR 20.2103).

**AUTHORITY:** N1-330-91-002, item 920-14a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 920-14a

**FILE NUMBER:** 1924-22

**FILE TITLE:** Instrument and Source Calibration Files – Logs and Other Papers

**FILE DESCRIPTION:** Logs and other papers on calibrating radiation sources and instruments that measure radiation. Included are calibration logs and similar information.

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff (10 CFR 20.2103(a)).

**AUTHORITY:** N1-330-91-002, item 920-14b

**PRIVACY ACT:** Not Applicable



## OSD Records Disposition Schedules

**FORMER FILE NUMBER:** 920-14b

**FILE NUMBER:** 1924-23

**FILE TITLE:** Bioenvironmental Engineering Case Files

**FILE DESCRIPTION:** These files consist of records created in the course of monitoring health and safety conditions in the workplace and include annual health and safety survey reports, occupational exposure evaluations, assessments and controls data, hazardous material and agent information, and environmental assessments and worksite management practices.

**DISPOSITION:** Temporary. Review each file at the end of the calendar year and cut off inactive materials. Destroy 40 years after cut off (20 or 29 CFR 1910-20).

**AUTHORITY:** N1-330-91-002, item 920-15

**PRIVACY ACT:** WUSU14

**FORMER FILE NUMBER:** 920-15

**FILE NUMBER:** 1924-24

**FILE TITLE:** Hazardous Waste Manifests – Internal Manifests

**FILE DESCRIPTION:** These files are maintained in the Bioenvironmental Engineering Branch and consist of internal manifests of hazardous material disposal.

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff (40 CFR 262.40).

**AUTHORITY:** N1-330-91-002, item 920-16a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 920-16a

**FILE NUMBER:** 1924-25

**FILE TITLE:** Hazardous Waste Manifests – DD 1348-1 Forms

**FILE DESCRIPTION:** These files are maintained in the Bioenvironmental Engineering Branch and consist of DD 1348-1, "Released/Receipt Document" Forms.

**DISPOSITION:** Temporary. Cut off and destroy upon termination of license, following EPA guidelines.

**AUTHORITY:** N1-330-91-002, item 920-16b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 920-16b

**FILE NUMBER:** 1924-26

**FILE TITLE:** Bioenvironmental Engineering (BEE) Database

**FILE DESCRIPTION:** Computer database for management of BEE information such as chemical inventories, facility utilization, workload scheduling and other such information pertinent to monitoring ongoing programs. Backups are performed weekly.

**DISPOSITION:** Temporary. Cut off and delete information in the database when no longer needed. **NOTE:** Use File Number 920-08 for related records.

**AUTHORITY:** N1-330-91-002, item 920-17

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 920-17



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**FILE NUMBER:** 1924-27

**FILE TITLE:** Log and Summary of Occupational Injuries and Illnesses (USUHS Form No. 200, or successor)

**FILE DESCRIPTION:** Records injuries and illnesses and notes of the extent and outcome of each case.

**NOTE:** Not every injury or illness occurring in the workplace is recordable.

**DISPOSITION:** Temporary. Cut off annually. Destroy 75 years after cutoff.

**AUTHORITY:** N1-330-91-002, item 920-18

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 920-18

**FILE NUMBER:** 1924-28

**FILE TITLE:** Supervisor's Report of Accident

**FILE DESCRIPTION:** Consists of EHS Form 6012 (or successor), "Supervisor's Report of Accident," which serves as an additional record of information pertaining to on-the-job injuries or incidents.

**DISPOSITION:** Temporary. Cut off annually. Destroy 75 years after cutoff.

**AUTHORITY:** N1-330-91-002, item 920-19

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 920-19

**RECORDS CATEGORY:** 1925

**CATEGORY TITLE:** Administration Files

**CATEGORY DESCRIPTION:** Records relating to the performance of routine administration functions not covered elsewhere in this schedule.

**FILE NUMBER:** 1925-01

**FILE TITLE:** Weekly Activity Report – Deputy Dean Memoranda

**FILE DESCRIPTION:** Activities of all departments in the University compiled weekly and submitted by the Deputy Dean (OASD(HA)).

**DISPOSITION:** Temporary. Cut off annually. Destroy 1 year after cutoff.

**AUTHORITY:** N1-330-91-002, item 923-01a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 923-01a

**FILE NUMBER:** 1925-02

**FILE TITLE:** Weekly Activity Report – Memoranda To Deputy Dean

**FILE DESCRIPTION:** Activities of all departments in the University, submitted from each Department to the Deputy Dean for compilation weekly.

**DISPOSITION:** Temporary. Cut off monthly. Destroy 4 months after cutoff.

**AUTHORITY:** N1-330-91-002, item 923-01b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 923-01b

**FILE NUMBER:** 1925-03

**FILE TITLE:** Weekly Activity Report – Department Copies



## OSD Records Disposition Schedules

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**FILE DESCRIPTION:** Departmental copies of activities of all departments in the University compiled weekly.

**DISPOSITION:** Temporary. Cut off annually. Destroy 1 year after cutoff.

**AUTHORITY:** N1-330-91-002, item 923-01c

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 923-01c