



## SERIES 900 – ASD(HEALTH AFFAIRS)

### **SERIES TITLE: ASSISTANT SECRETARY OF DEFENSE (HEALTH AFFAIRS) (ASD(HA)), DEPARTMENT OF DEFENSE**

**SERIES DESCRIPTION:** The records described in this series relate to the administration of the health affairs program within the Department of Defense. Includes, but is not limited to records necessary to:

- Administer the health affairs policy function of the OSD;
- Manage the DoD medical mission, including providing and maintaining readiness of medical services and support to
  - Members of the Military Services (including during military operations) and their families;
  - Those held in the control of the Military Services; and
  - Others entitled to or eligible for DoD medical care and benefits (including TRICARE)

**SERIES APPLIES TO THE FOLLOWING ORGANIZATIONS:** File Numbers within the 900 Series reflect the mission of the Office of the Assistant Secretary of Defense for Health Affairs (OASD(HA)) and the DoD Agencies and Field Activities under its authority, direction, and control, including the Defense Health Agency (DHA) and the Surgeon Generals for the Military Departments.

**RECORDS CATEGORY:** 901

**CATEGORY TITLE:** General

**CATEGORY DESCRIPTION:** General or overview records on health affairs functions performed by the ASD(HA).

**FILE NUMBER:** 901-01

**FILE TITLE:** Defense Medical Data Dictionary (DMDD)

**FILE DESCRIPTION:** This automated database is maintained by the Department of Defense (Health Affairs). The DMDD is designed to collect, catalog, analyze and standardize terminology, content, and format of data elements used in operational and proposed medical information systems of the Department of Defense. The DMDD includes the physical and logical data element characteristics; source data element and file information; data element definition and other documentation; status of data element in the standardization process; official data element names; and data element value tables.

**DISPOSITION:** Permanent. Cut off and transfer electronic files and documentation to NARA on an annual basis. All transfers should be made in accordance with the standards set forth in 36 CFR 1228.

**AUTHORITY:** N1-330-92-011, item 1

**PRIVACY ACT:** Not Applicable

**RECORDS CATEGORY:** 902

**CATEGORY TITLE:** Drug and Alcohol Abuse

**CATEGORY DESCRIPTION:** Files related to identification, prevention, treatment, and statistical occurrence of drug and alcohol abuse within the Department of Defense.



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**FILE NUMBER:** 902-01.1

**FILE TITLE:** Prevention and Identification - Policy

**FILE DESCRIPTION:** Documents pertaining to policy guidance on the prevention and identification of Drug and Alcohol Abuse.

**DISPOSITION:** Permanent. Cut off when obsolete or superseded. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-005, item 902-01a

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 902-01.2

**FILE TITLE:** Prevention and Identification - Administrative

**FILE DESCRIPTION:** Administrative documents that prescribe procedures to determine frequency of testing and identification of drug and alcohol abuse personnel subject to testing.

**DISPOSITION:** Temporary. Cut off and destroy when superseded by new technology or improved procedures.

**AUTHORITY:** NC1-330-77-005, item 902-01b

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 902-02

**FILE TITLE:** Alcohol Abuse

**FILE DESCRIPTION:** Policy matters on the alcohol abuse treatment programs prescribing procedures to be used and guidelines in the administration and discipline of personnel with alcohol problems.

**DISPOSITION:** Permanent. Cut off when obsolete or superseded. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-005, item 902-02

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 902-03.1

**FILE TITLE:** Treatment and Rehabilitation - Policy

**FILE DESCRIPTION:** Policy on alcohol or drug treatment that prescribes the type of action to be undertaken for treatment, the rehabilitation procedures, and what disposition is to be made of those who complete the program or drop out. These are policy matters and do not include case files.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-005, item 902-03a

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 902-03.2

**FILE TITLE:** Treatment and Rehabilitation – Statistics

**FILE DESCRIPTION:** Statistics on the number of military personnel undergoing treatment, or re-treatment and those separated or returned to duty. Excludes raw statistical data included in compiled studies.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-005, item 902-03b

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 902-03.3

**FILE TITLE:** Treatment and Rehabilitation - Evaluations



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**FILE DESCRIPTION:** Periodic evaluations on a "when required" basis consisting of documents that measure the success and effectiveness of the program policies.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-005, item 902-03c

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 902-04

**FILE TITLE:** Education and Training Policy

**FILE DESCRIPTION:** Documents which develop and implement for use in education and training program policy to be used by the armed forces in their alcohol and drug abuse programs.

**DISPOSITION:** Permanent. Cut off when obsolete or superseded. Transfer to NARA 20 years after cutoff.

**AUTHORITY:** NC1-330-77-005, item 902-04a

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 902-05

**FILE TITLE:** Education and Training Program Evaluations

**FILE DESCRIPTION:** Documents which evaluation the effectiveness of training developed and implemented for use in education and training programs to be used by the armed forces in their alcohol and drug abuse programs.

**DISPOSITION:** Permanent. Cut off when obsolete or superseded. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-005, item 902-04b

**PRIVACY ACT:** Not Applicable

**RECORDS CATEGORY:** 903

**CATEGORY TITLE:** Health Resource Analysis

**CATEGORY DESCRIPTION:** Files related to resources necessary for Health Programs.

**FILE NUMBER:** 903-01

**FILE TITLE:** Facilities and Material

**FILE DESCRIPTION:** Development, coordination, and monitoring of DoD medical facilities and material policies, plans, and programs. Policies and guidelines on planning and space standards for military healthcare facilities. Review and coordination of plans and programs of FEMA regarding medical recommendations on proposed legislation about facilities or material.

**DISPOSITION:** Permanent. Cut off when obsolete or superseded. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-77-005, item 903-01

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 903-02

**FILE TITLE:** Health Manpower

**FILE DESCRIPTION:** Directives that establish the military requirements for health personnel. These are of a nature that identify the critical medical and dental health categories; designate those entitled to continuation pay; and authorize strengths in grade for the Medical and Dental Officers Corps. Preliminary to the issue of such directives would be documentation consisting of studies and analyses that indicate



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the necessity for change. Policy directives on the utilization and medical education and training of health specialists. An example would be internship program policy and a determination of obligated service time for those who receive special training. Another would include documents proposing legislation affecting health programs such as bonus money to stimulate recruitment and retention.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-77-005, item 903-02

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 903-03

**FILE TITLE:** Cost and Budget

**FILE DESCRIPTION:** Documents on budget requirements for health activities to be incorporated in appropriate budgets and plans. Cost-benefit studies of possible cross-savings, consolidations, or disestablishment of health facilities.

**DISPOSITION:** Permanent. Cut off fiscally. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-77-005, item 903-03

**PRIVACY ACT:** Not Applicable

**RECORDS CATEGORY:** 904

**CATEGORY TITLE:** Health Program Statistics and Data System Requirements

**CATEGORY DESCRIPTION:** Files related to resources necessary for Health Programs.

**FILE TITLE:** 904-01

**FILE TITLE:** Program Statistics

**FILE DESCRIPTION:** Analyses of medical care case load reports provided by the Military Departments, the correlation with manpower reports on the military and dependent population in various defense communities in order to determine the type medical facility needed to deliver the required healthcare. The analyses of reports from the Military Departments on the incidence of various diseases; the number of recruits rejected for health reasons and similar data of medical interest.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-77-005, item 904-01

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 904-02.1

**FILE TITLE:** Health Data Systems

**FILE DESCRIPTION:** Data system documents, including

- Documents describing medical data system requirements to the programming and operating facility.
- User manuals of operable data systems.
- Agreements for data systems support.

**DISPOSITION:** Temporary. Cut off when system is discontinued. Destroy 2 years after cutoff.

**AUTHORITY:** NC1-330-77-005, items 904-02a, 904-02b and 904-02c

**PRIVACY ACT:** Not Applicable



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**FILE NUMBER:** 904-02.2

**FILE TITLE:** Health Data Systems Analysis

**FILE DESCRIPTION:** Analyses and studies of data system requirements for health affairs.

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

**AUTHORITY:** NC1-330-77-005, item 904-02d

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 904-03 – RESCINDED **NOTE:** See 1805-04 for Master Data Set for DEERS

**FILE NUMBER:** 904-04

**FILE TITLE:** Defense Biometric Identification Data System (DBIDS) Master File

**FILE DESCRIPTION:** Information system containing personal data about Armed Forces personnel and their family members both active duty and retired, DoD and non-DoD employees and dependents, U.S. residents abroad, foreign nationals, and corporate employees and dependents who have access to U.S. installations in the continental U.S. and overseas. Included are:

- Finger prints, photographs, iris scans, hand geometry template, card issue date and expiration.
- Vehicle information such as manufacturer, model year, color and vehicle type, license plate type and number, decal number, current registration, automobile insurance data, and driver's license data.
- Data on government-issued and personal weapons such as type; serial number; manufacturer; caliber; firearm registration date; and storage location data to include unit, room, building, and phone number.

**DISPOSITION:** Temporary. Cut off record on deactivation or confiscation of card. Destroy 3-5 years after cutoff or when no longer needed for security purposes, whichever is applicable.

**AUTHORITY:** N1-330-08-005, item 1

**PRIVACY ACT:** DMDC 10-DoD

**FILE NUMBER:** 904-05

**FILE TITLE:** Installation Management Reports

**FILE DESCRIPTION:** User generated and printable reports from DBIDS such as

- Name, grade, Social Security Number, status, date and place of birth, weight, height, eye color, hair color, gender, passport number, country of citizenship, geographic and electronic photographs, and identification card issue and expiration dates.
- Vehicle information such as manufacturer, model year, color and vehicle type, license plate type and number, decal number, current registration, automobile insurance data, and driver's license data.
- Government-issued and personal weapons such as type; serial number; manufacturer; caliber; firearm registration date; and storage location data to include unit, room, building, and phone number.

**DISPOSITION:** Temporary. Cut off and destroy data when superseded or when no longer needed for operational purposes, whichever is later.

**AUTHORITY:** N1-330-08-005, item 2

**PRIVACY ACT:** DMDC 10-DoD



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**RECORDS CATEGORY:** 905

**CATEGORY TITLE:** Utility Reviews and Quality Assurance

**CATEGORY DESCRIPTION:** Studies and analyses related to Health Program utility reviews and quality assurance endeavors.

**FILE NUMBER:** 905-01

**FILE TITLE:** Utility Review

**FILE DESCRIPTION:** Studies and analyses of areas of potential innovation and assessments of value to productivity-enhancing technology with a view towards the improvement of health services in the Department of Defense.

**DISPOSITION:** Permanent. Cut off at completion of review. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-77-005, item 905-01

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 905-02

**FILE TITLE:** Quality Assurance Studies and Analyses of Healthcare Quality Standards

**FILE DESCRIPTION:** Files pertaining to the quality assurance analysis of DoD, other federal agency, State and local, and other healthcare standards including studies and analyses that result in issuance of new standards.

**DISPOSITION:** Permanent. Cut off upon completion of standard. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-77-005, item 905-02a and 905-02c

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 905-02.1, 905-02.3

**FILE NUMBER:** 905-02.1 – Consolidated into 905-02

**FILE NUMBER:** 905-02.2 – Moved to 905-03

**FILE NUMBER:** 905-02.3 – Consolidated into 905-02

**FILE NUMBER:** 905-03

**FILE TITLE:** Ad Hoc Quality Assurance Studies and Analyses of Healthcare Quality

**FILE DESCRIPTION:** Studies and evaluations on a "when required" basis, not resulting in issuance of new standards.

**DISPOSITION:** Temporary. Cut off upon completion of study. Destroy 5 years after cutoff.

**AUTHORITY:** NC1-330-77-005, item 905-02b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 905-02.2

**RECORDS CATEGORY:** 906

**CATEGORY TITLE:** Defense Health Agency (DHA) Program Administration Records

**CATEGORY DESCRIPTION:** Analysis files pertaining to the administration of the Defense Health Agency, formerly TRICARE Management Activity (TMA or TRICARE), and Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) program.

**FILE NUMBER:** 906-01.1 – Moved to 906-01



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**FILE NUMBER:** 906-01.2 – Consolidated into 906-03

**FILE NUMBER:** 906-01.3 – Consolidated into 906-03

**FILE NUMBER:** 906-01.4 – Consolidated into 906-03

**FILE NUMBER:** 906-01

**FILE TITLE:** TRICARE Policy

**FILE DESCRIPTION:** These documents are generally in the form of instructions to the DoD Components on the administration of the TRICARE (formerly Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) program). They establish such policy as eligibility under the program for active duty, retired, and dependents of the military; guidance on obtaining contract support; the creation of an accounting system to process claims and related matters.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-77-005, item 906-01a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 906-01.1

**FILE NUMBER:** 906-02

**FILE TITLE:** Liaison Activities

**FILE DESCRIPTION:** Coordination between industry organizations and professional associations; with healthcare programs in the uniformed and other health agencies.

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

**AUTHORITY:** NC1-330-77-005, item 906-02

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 906-03

**FILE TITLE:** Agency Studies, Reviews and Analyses

**FILE DESCRIPTION:** Defense Health Agency (DHA) reviews, studies, and analysis regarding the following topics:

- Health Industry Trends: Studies and reviews of developments and trends in the health industry that may impact on DHA .
- Pricing Structure Cost Analyses: Analyses of DHA costs for various types of treatment to determine equitable pricing structure.
- DHA Budget Analyses: Analyses and preparation of the DHA budget.

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

**AUTHORITY:** NC1-330-77-005, items 906-01b, 906-01c, and 906-01d

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 906-01.2, 906-01.3, 906-01.4

**RECORDS CATEGORY:** 907

**CATEGORY TITLE:** Planning and Policy

**CATEGORY DESCRIPTION:** Health Program planning and policy files.



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**FILE NUMBER:** 907-01

**FILE TITLE:** Policy Analysis

**FILE DESCRIPTION:** These files consist of studies made of the continuing need for health policies that are proposed or presently in the forms of Directives or Instructions. These files also coordinate the proposals of other offices on the need for healthcare legislation.

**DISPOSITION:** Permanent. Cut off upon finalization. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-77-005, item 907-01

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 907-02

**FILE TITLE:** Mobilization Plans

**FILE DESCRIPTION:** Coordination of medical aspects of emergency war and mobilization planning. Documents on liaison with FEMA.

**DISPOSITION:** Permanent. Cut off upon finalization. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-77-005, item 907-02

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 907-03

**FILE TITLE:** Productivity Planning

**FILE DESCRIPTION:** Studies and analyses whose purposes is to optimize efficiency in the healthcare program. The development of uniform standards to measure productivity. Some examples are the exploration of shared resources and the use of screening by a technician to save the doctor's time.

**DISPOSITION:** Permanent. Cut off upon finalization. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-77-005, item 907-03

**PRIVACY ACT:** Not Applicable

**RECORDS CATEGORY:** 908

**CATEGORY TITLE:** Dental Affairs

**CATEGORY DESCRIPTION:** Records pertaining to the Dental aspects of the Health Program.

**FILE NUMBER:** 908-01.1 – Moved to 908-01

**FILE NUMBER:** 908-01.2 – Moved to 908-02

**FILE NUMBER:** 908-01.3 – Moved to 908-03

**FILE NUMBER:** 908-01.4 – Moved to 908-04

**FILE NUMBER:** 908-01

**FILE TITLE:** DoD Dental Policy

**FILE DESCRIPTION:** The development, coordination, and issuance of directives and guidelines on dental policy for the Department of Defense. This would include such policy matters as the

- Limitation of dental care for military dependents,
- The joint utilization of personnel, and
- Facilities for dental care.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-77-005, item 908-01a



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**PRIVACY ACT:** Not Applicable  
**FORMER FILE NUMBER:** 908-01.1

**FILE NUMBER:** 908-02  
**FILE TITLE:** Dental Officer Continuation Pay  
**FILE DESCRIPTION:** The estimation of an equitable continuation pay for dental officers.  
**DISPOSITION:** Temporary. Cut off when subsequent (new) estimates for legislative changes are proposed. Destroy 2 years after cutoff.  
**AUTHORITY:** NC1-330-77-005, item 908-01b  
**PRIVACY ACT:** Not Applicable  
**FORMER FILE NUMBER:** 908-01.2

**FILE NUMBER:** 908-03  
**FILE TITLE:** Dental Student Program  
**FILE DESCRIPTION:** Monitoring of the Dental Student Program.  
**DISPOSITION:** Temporary. Cut off annually. Destroy 3 years after cutoff.  
**AUTHORITY:** NC1-330-77-005, item 908-01c  
**PRIVACY ACT:** Not Applicable  
**FORMER FILE NUMBER:** 908-01.3

**FILE NUMBER:** 908-04  
**FILE TITLE:** Dental Examination Standards  
**FILE DESCRIPTION:** The establishment of standards for dental classification and specifications for conducting dental examinations.  
**DISPOSITION:** Permanent. Cut off upon finalization of standard. Transfer to NARA 30 years after cutoff.  
**AUTHORITY:** NC1-330-77-005, item 908-01d  
**PRIVACY ACT:** Not Applicable  
**FORMER FILE NUMBER:** 908-01.4

**RECORDS CATEGORY:** 909  
**CATEGORY TITLE:** Medical Affairs  
**CATEGORY DESCRIPTION:** Records pertaining to the medical aspects of DoD health programs.

**FILE NUMBER:** 909-01  
**FILE TITLE:** Medical Affairs  
**FILE DESCRIPTION:** Development, coordination, and directives on the medical aspects of DoD programs (clinical and preventive medicine for the Armed Forces). Preparation of DoD Directives and Instructions on medical services programs in the Department of Defense. Coordination of Federal medical professional activities.  
**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 30 years after cutoff.  
**AUTHORITY:** NC1-330-77-005, item 909  
**PRIVACY ACT:** Not Applicable  
**FORMER FILE NUMBER:** 909



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**RECORDS CATEGORY:** 910

**CATEGORY TITLE:** Medical Readiness

**CATEGORY DESCRIPTION:** Records pertaining to the medical readiness of the DoD Health Program.

**FILE NUMBER:** 910-01

**FILE TITLE:** Medical Readiness Speeches

**FILE DESCRIPTION:** Copies of speeches made by assigned personnel or by others on medical readiness.

**DISPOSITION:** Temporary. Cut off and destroy when no longer required for reference.

**AUTHORITY:** NC1-330-80-012, item 910-01.1

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 910-01.1

**FILE NUMBER:** 910-01.2a – RESCINDED (Use 103-06.1 for FACA Committees and 212-04 for Special Study/Task Forces)

**FILE NUMBER:** 910-01.2b – Consolidated into 103-06.4 or 103-15, as applicable

**FILE NUMBER:** 910-02 – Consolidated into 102-01

**FILE NUMBER:** 910-03.1 – Consolidated into 103-10

**FILE NUMBER:** 910-03

**FILE TITLE:** Defense Audit Service Audits

**FILE DESCRIPTION:** Case files of audits of medical facilities or related to health affairs.

**DISPOSITION:** Temporary. Cut off upon completion of audit. Destroy 25 years after cutoff.

**AUTHORITY:** NC1-330-80-012, item 910-03.2 (which refers to NC1-330-77-13, item 305-05a)

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 910-03.2

**FILE NUMBER:** 910-04.1 – Consolidated into 103-04.1 or 103-04.2, as applicable

**FILE NUMBER:** 910-04

**FILE TITLE:** Civilian-Military Contingency Hospital System

**FILE DESCRIPTION:** Special study reports on Civilian-Military Contingency Hospital Systems, such as the National Disaster Medical System or the DoD VA Contingency System.

**DISPOSITION:** Permanent. Cut off when no longer needed. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-80-012, item 910-04.2

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 910-04.2

**FILE NUMBER:** 910-04.3 – Consolidated into 103-01.1 or 103-01.2, as applicable

**FILE NUMBER:** 910-04.4 – Consolidated into 101-01.2

**FILE NUMBER:** 910-04.5 – Consolidated into 103-01.1 or 103-01.2, as applicable

**FILE NUMBER:** 910-05

**FILE TITLE:** Exercises



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**FILE DOCUMENT:** Documents on exercises between elements of the Department of Defense and other Federal Agencies or organizations.

**DISPOSITION:** Temporary. Cut off and destroy when no longer required for reference.

**AUTHORITY:** NC1-330-80-012, item 910-05

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 910-06

**FILE TITLE:** International Affairs

**FILE DESCRIPTION:** Documents on DoD relationship with Allied countries on medical readiness matters.

**NOTE:** USD(P) offices retain the record copy of any agreements with foreign countries. The OASD(HA) retains any records created on medical readiness such as evaluations and other analyses.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-80-012, item 910-06.1

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 910-06.1

**FILE NUMBER:** 910-06.2 – Consolidated into 102-01

**FILE NUMBER:** 910-07.1 – Consolidated into 102-01

**FILE NUMBER:** 910-07

**FILE TITLE:** Chairman of the Joint Chiefs of Staff and Joint Staff Matters – Readiness Evaluation

**FILE DESCRIPTION:** Documents created for readiness evaluation such as analyses of medical readiness; recommendations of a policy nature.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-80-012, item 910-07.2

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 910-07.2

**FILE NUMBER:** 910-08 – Consolidated into 102-01

**FILE NUMBER:** 910-09

**FILE TITLE:** Mobilization Planning

**FILE DESCRIPTION:** Documents on the medical aspects of emergency war and mobilization planning. Documents on liaison with other activities such as the FEMA.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-80-012, item 910-09

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 910-09.1

**FILE NUMBER:** 910-09.2 – Consolidated into 102-01

**FILE NUMBER:** 910-10

**FILE TITLE:** Medical Resource Requirements



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**FILE DESCRIPTION:** Studies and forecasts of wartime medical resource requirements obtained through modeling techniques.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-80-012, item 910-10.1

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 910-10.1

**FILE NUMBER:** 910-10.2 – Consolidated into 102-01

**FILE NUMBER:** 910-10.3 – Consolidated into 102-01

**FILE NUMBER:** 910-11

**FILE TITLE:** Nuclear, Biological, and Chemical Warfare

**FILE DESCRIPTION:** Evaluations and policies on nuclear, biological, and chemical warfare related to medical readiness.

**DISPOSITION:** Permanent. Cut off when no superseded or obsolete. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-80-012, item 910-11.1

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 910-11.1

**FILE NUMBER:** 910-11.2 – Consolidated into 102-01

**FILE NUMBER:** 910-12

**FILE TITLE:** Planning, Programming, Budgeting System

**FILE DESCRIPTION:** Background papers on medical readiness budget matters.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-80-012, item 910-12.1

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 910-12.1

**FILE NUMBER:** 910-12.2 – Consolidated into 102-01

**FILE NUMBER:** 910-13.1 – Consolidated into 102-01

**FILE NUMBER:** 910-13

**FILE TITLE:** Reserve Affairs

**FILE DESCRIPTION:** Studies, reports, and analyses of Reserve posture.

**DISPOSITION:** Permanent. Cut off at completion of review. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-80-012, item 910-13.2

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 910-13.2

**FILE NUMBER:** 910-14

**FILE TITLE:** Wartime Skills Training

**FILE DESCRIPTION:** Training policy on medical readiness training.



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**DISPOSITION:** Permanent. Cut off when superseded, obsolete, or no longer required for reference. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-80-012, item 910-14

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 910-14.1

**FILE NUMBER:** 910-14.2 – Consolidated into 102-01

**FILE NUMBER:** 910-14.3.2 – Consolidated into 103-14

**FILE NUMBER:** 910-15

**FILE TITLE:** Wartime Skills Training General File

**FILE DESCRIPTION:** Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives on the establishment and operation of training courses and conferences.

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff or completion of a specific training program.

**AUTHORITY:** NC1-330-80-012, item 910-14.3a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 910-14.3.1

**FILE NUMBER:** 910-16

**FILE TITLE:** Wartime Skills Training - Individual Training

**FILE DESCRIPTION:** Documents on the availability of training and participation in training programs sponsored by other Government Agencies or non-Government institutions.

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff or when superseded or obsolete, whichever is sooner.

**AUTHORITY:** NC1-330-80-012, item 910-14.4

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 910-14.4

**RECORDS CATEGORY:** 911

**CATEGORY TITLE:** Defense Health Agency TRICARE Files

**CATEGORY DESCRIPTION:** Records pertaining to the mission of the Defense Health Agency (DHA), formerly TRICARE Management Activity (TMA or TRICARE), and Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) (prior to TMA). **NOTE:** Use 906 for Analysis of Administrative DHA files.

**FILE NUMBER:** 911-01

**FILE TITLE:** TRICARE Contractor Claims Records

**FILE DESCRIPTION:** These files consist of any record acquired or used by the fiscal intermediary and/or contractor in the development and processing of TRICARE CHAMPVA claims. These records include but are not limited to: claims (TRICARE claims or other forms approved by TRICARE) receipts (itemized statements); medical reports (operative or daily nursing notes, lab results, etc.) authorization forms; non-availability statements; certifications of eligibility; double coverage information; completed third party



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liability (guardianship); peer reviews and other correspondence that support payments to beneficiaries, physicians, and other suppliers of service under TRICARE. Includes the following database:

- TRICARE Latin America and Canada (TLAC) Claims Database Master File: Information system used for analyzing claims processed by Defense Health Agency (formerly TRICARE). Included are claim receipts, medical reports, authorization forms, non-availability statements, certifications of eligibility, double coverage information, completed third party liability, peer reviews and other correspondence that support payment to beneficiaries, physicians, and other suppliers of service.
- Third Party Outpatient Collection System (TPOCS): Information system that enables the collection, tracking, and reporting of data required for the outpatient billing process. Records include Employer Information (i.e. name, address, policyholder POC); Insurance Policy data (i.e. policy number, group number, group name, effective date, policy category, insurance company, insurance type, policy holder, drug coverage data); Accounting data (i.e. control number, transaction code, debit amount, credit amount, check number, Batch posting number, balance, patient identification, patient name, encounter date, comments, entry date, follow-up date).

**DISPOSITION:** Temporary. Cut off at end of the calendar year in which received. Destroy 10 years after cutoff.

**AUTHORITY:** DAA-0330-2014-0014-0001

**PRIVACY ACT:** EDTMA 04

**FORMER FILE NUMBER(s):** 911-01.1, 911-01.2, 911-01.3

**FILE NUMBER:** 911-01.2 – Consolidated into 911-01

**FILE NUMBER:** 911-01.3 – Consolidated into 911-01

**FILE NUMBER:** 911-02

**FILE TITLE:** TRICARE Benefit Check Records

**FILE DESCRIPTION:** These files consist of paid checks that contractors receive from banks covering amounts paid to beneficiaries and/or sponsors, physicians, and other suppliers of service under the TRICARE program. Also included are check vouchers and canceled or voided checks resulting from non-receipt, loss, theft, or non-delivery where the beneficiary and/or sponsor cannot be reached.

**DISPOSITION:** Temporary. Cut off out at the end of the calendar year in which paid, or voided, as applicable. Destroy 6 years after cutoff.

**AUTHORITY:** NC1-330-77-016, item 2

**PRIVACY ACT:** EDTMA 04

**FILE NUMBER:** 911-03

**FILE TITLE:** Explanation of TRICARE Benefit Records

**FILE DESCRIPTION:** These files consist of explanation of TRICARE benefit notices TRICARE Explanation of Benefits (TEOB) used to advise beneficiaries and/or sponsors about TRICARE claims. Included are forms that are developed locally by contractors regarding explanation of TRICARE benefits.

**DISPOSITION:** Temporary. Cut off at end of the calendar year in which issued. Destroy 10 years after cutoff.

**AUTHORITY:** DAA-0330-2014-0014-0002

**PRIVACY ACT:** EDTMA 02

**FORMER FILE NUMBER(s):** 911-03.1, 911-03.2, 911-03.3



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**FILE NUMBER:** 911-03.2 – Consolidated into 911-03

**FILE NUMBER:** 911-03.3 – Consolidated into 911-03

**FILE NUMBER:** 911-04

**FILE TITLE:** Appeals and Hearings Case Files - TRICARE Program

**FILE DESCRIPTION:** These files accumulate when a beneficiary and/or sponsor, physician, or supplier of service is dissatisfied with the contractor's determination denying a request for payment, or with the amount of the payment, or when the individual believes that the request for payment is not being acted upon with reasonable promptness. Included are copies of the claimants' request for review, together with relevant written statements or evidence, notices or review decision, requests for a hearing to protest adverse decisions, hearing proceedings, hearing officers to protest adverse decisions, hearing proceedings, hearing officers' final decisions, and other papers resulting from the appeals process.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year in which action was taken. Destroy 6 years after cutoff.

**AUTHORITY:** N1-330-86-001, item 911-04

**PRIVACY ACT:** EDTMA 01

**FILE NUMBER:** 911-05

**FILE TITLE:** Contractor Subcontractor Files

**FILE DESCRIPTION:** These files consist of copies of contractor agreements with subcontractors, leases for building space, equipment, and consulting and other services. Included are TRICARE approvals, amendments, and similar papers.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year in which paid, or voided, as applicable. Destroy 6 years after cutoff.

**AUTHORITY:** NC1-330-77-016, item 5

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 911-06.1

**FILE TITLE:** Certification of Institutional Providers of Healthcare Cases Files

**FILE DESCRIPTION:** These files consist of certification of institutional providers of healthcare as authorized TRICARE providers that meet all applicable provisions of law and regulation. The files include: TRICARE forms, correspondence, and related documents certifying that each provider (institutional entity that provides medical services or supplies on an outpatient or inpatient basis) meets the criteria in the TRICARE Regulation, 32 CFR part 199. They also ensure compliance with TRICARE standards, investigation of complaints, termination and reinstatement of providers, and assessment of the operational effectiveness of the provider certification program.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year in which final action was taken. Destroy 5 years after cutoff.

**AUTHORITY:** NC1-330-81-008, item 911-06.1

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 911-06.2

**FILE TITLE:** Health Facilities Registry File



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**FILE DESCRIPTION:** This file consists of a computer printout registry of Defense Health Agency (formerly TRICARE)-approved institutional providers of healthcare. The file includes the following categories of providers: Residential Treatment Centers, Specialized Treatment Facilities, and Program for the Handicapped. **NOTE:** The registry is compiled from data contained in file number 911-06.1.

**DISPOSITION:** Temporary. Cut off and destroy when superseded by a new registry.

**AUTHORITY:** NC1-330-81-008, item 911-06.2

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 911-07

**FILE TITLE:** TRICARE Recoupment Files

**FILE DESCRIPTION:** These files consist of all documents used to develop and execute recoupment cases at the contractor and TRICARE level. The files include: copies of TRICARE claim forms, correspondence and related documents, Explanations of Benefits, checks, investigative reports, court documents and other documents required to collect debts owed the Government. Information from these files may be given to consumer credit agencies.

**DISPOSITION:** Temporary. Cut off at the end of the calendar or fiscal year in which final action was taken. Destroy 6 years after cutoff.

**AUTHORITY:** N1-330-92-005, item 3

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 911-08

**FILE TITLE:** Fraud and Abuse Files

**FILE DESCRIPTION:** These files consist of control forms, background papers, development records, external agencies reports/letters/investigative records, contractor products of processing, Utilization Review and Medical Analysis papers, and other documents required to process fraud and abuse cases.

**DISPOSITION:** Temporary. Cut off at the end of the calendar year in which the final action was taken. Destroy 6 years after cutoff.

**AUTHORITY:** N1-330-86-002, item 911-08

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 911-09

**FILE TITLE:** TRICARE Litigation Files

**FILE DESCRIPTION:** These files consist of TRICARE copies of documents that are forwarded to the Department of Justice for litigation cases in which TRICARE is party.

**DISPOSITION:** Temporary. Cut off at end of the calendar year in which final action taken. Destroy 6 years after cutoff.

**AUTHORITY:** N1-330-86-002, item 911-09

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 911-10

**FILE TITLE:** TRICARE Legal Opinion Files

**FILE DESCRIPTION:** These files consist of records from various legal files which are maintained for legal opinion purposes only.

**DISPOSITION:** Temporary. Cut off and destroy when no longer required for reference.



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**AUTHORITY:** N1-330-86-002, item 911-10

**PRIVACY ACT:** EDTMA 03

**FILE NUMBER:** 911-11

**FILE TITLE:** TRICARE Medical Care Grievance Case Files

**FILE DESCRIPTION:** These files consist of beneficiary's written complaints of a TRICARE provider, healthcare finder, or other contractor or subcontractor personnel to furnish the level or quality of care and/or service to which the beneficiary may believe they are entitled. This includes the record of the contractor's review and findings, the response to the aggrieved party and, where appropriate, the record of the corrective action taken.

**DISPOSITION:** Temporary. Cut off at the end of the CY in which case is closed. Destroy 6 years after cutoff.

**AUTHORITY:** N1-330-94-001, item 1

**PRIVACY ACT:** EDTMA 03

**FILE NUMBER:** 911-12

**FILE TITLE:** Defense Medical Logistics Support System (DMLSS) Medical Logistics Master Files

**FILE DESCRIPTION:** Information system that provides capabilities for medical logistics management throughout TRICARE treatment facilities. Included are records related to stock control, vendor operations, preparation of procurement, research and price comparisons for products, property accounting, biomedical maintenance operations, capital equipment, property management, inventory, and facility management (excluding financial records).

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

**AUTHORITY:** N1-330-11-002, item 1

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 911-13

**FILE TITLE:** Centralized Credentials Quality Assurance System (CCQAS) Master File

**FILE DESCRIPTION:** Information system that collects and manages military health system (MHS) and MHS commercial provider data regarding employee credentials and qualifications, adverse action and malpractice cases against medical caregivers, risk management, and other similarly related data. Included are employee health care providers, demographics, identification, education, training, affiliations, certification, and other credential information, privileges, risk management, and adverse action information.

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

**AUTHORITY:** N1-330-11-003, item 1

**PRIVACY ACT:** EDHA 09

**FILE NUMBER:** 911-14

**FILE TITLE:** Expense Assignment System (EAS) IV Master File

**FILE DESCRIPTION:** Information system that provides standardized reporting of expense, personnel, and workload data. Records include financial, personnel, and clinical data used to calculate unit cost tables, work center costs, and workload performance for budget formulation/execution.

**DISPOSITION:** Temporary. Cut off upon final payment. Destroy 7 years after cutoff.



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**AUTHORITY:** N1-330-11-003, item 2

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 911-15

**FILE TITLE:** Patient Movement Item Tracking System (PMITS) Master File

**FILE DESCRIPTION:** Information on the location, quantity, and status of movable medical items (defibrillators, infusion pumps, ventilators, etc.).

**DISPOSITION:** Temporary. Cut off annually. Maintain current month of data, and destroy oldest data 3 years after cutoff.

**AUTHORITY:** N1-330-11-003, item 3

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 911-16

**FILE TITLE:** Special Needs Program Management Information System (SNPMIS) Master File

**FILE DESCRIPTION:** Information system used to comply with the Individuals with Disabilities Education Act (IDEA) and includes referral, evaluation, eligibility, and service plan data for all children eligible for service. This system provides case tracking, management and reporting capabilities to Military Treatment Facilities. Records contained within the system include, but are not limited to, information related to performing outreach and prevention activities, conducting assessment and survey activities, compilation of databases for statistical analysis, tracking and reporting, evaluations of program effectiveness, information to assist in conducting research, reports that provide historical analysis to monitor ongoing improvements in quality of care initiatives, care locations and provider's name and title that evaluate and provide intervention, individualized educational programs, and information on areas where additional services are delivered.

**DISPOSITION:** Temporary. Cut off annually upon child's transition or withdrawal from Educational and Developmental Intervention Services (EDIS). Destroy 5 years after cutoff.

**AUTHORITY:** N1-330-11-003, item 4

**PRIVACY ACT:** EDHA 16-DoD

**FILE NUMBER:** 911-17

**FILE TITLE:** Armed Forces Health Longitudinal Technology Application / Composite Health Care System (AHLTA/CHCS)

**FILE DESCRIPTION:** The AHLTA is comprised of multiple legacy information systems to include the Composite Health Care System (CHCS). The CHCS, which was formerly DoD's primary health information system, is still in use to capture pharmacy, radiology and laboratory order management for AHLTA. Data in AHLTA is the computer based patient records (CPR) or Electronic Health Record (EHR) for DHA beneficiaries. Records in the system include, but are not limited to the following: patient name, patient demographics (active duty, retiree, or beneficiary), DOB, Age, SSN, gender, sponsor information, dependent codes, consult logs, patient register, telephone consults, results, appointments, medications, immunizations, allergies, laboratory, radiology, pharmacy, dietetics, readiness information, vital signs, clinical notes, patient questionnaires, inpatient billing, patient/outpatient services, workload and accounting.

**DISPOSITION:** Temporary. Cut off upon last episode of patient care or last entry to the patient record is annotated. Destroy 75 years after cutoff.

**AUTHORITY:** N1-330-11-001, item 1



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**PRIVACY ACT:** EDHA 07

**FILE NUMBER:** 911-18

**FILE TITLE:** Chemical and Biological Warfare Exposure System (ChemBio) Master Files

**FILE DESCRIPTION:** ChemBio contains information on Veterans exposed to chemical agents. It is comprised of three legacy databases (ChemBio; Mustard-Lewisite and Project 112, Shipboard Hazard and Defense (SHAD)). It contains information on U.S. Military, and civilian personnel exposed to chemical agents during the Mustard-Lewisite, Project-112/SHAD, and other chemical/biological testing from 1940 to 1979. Records in the system include but is not limited to record information on: exposure incidents, physician examination notes, exposure substances, and test and treatment dates and locations. The data also includes individual veterans' personally identifiable information such as name, service number, address, SSN and DOB.

**DISPOSITION:** Permanent. Cut off when no further updates occur to the individual veteran's record. Initial transfer commenced in 2013 upon NARA approval of the schedule. Transfer added and/or updated records to NARA every 5 years.

**AUTHORITY:** DAA-0330-2013-0015-0001

**PRIVACY ACT:** TBD

**FILE NUMBER:** 911-19

**FILE TITLE:** Clinical Information System (CIS) Master Files

**FILE DESCRIPTION:** Information system customized to support inpatient treatment at military medical facilities and hospitals. Information includes but is not limited to physical notes, physical history and physical assessments, discharge summaries, progress notes, physician orders, nursing notes, medications administered records, and patient vital signs. Information is entered into CIS through electronic work stations, other electronic systems, or electronic bedside instruments (i.e. physiological monitors, fetal monitors, ventilators, etc.)

**DISPOSITION:** Temporary. Cut off upon last episode of patient care or last entry to patient care is annotated. Destroy 6 years after cutoff.

**AUTHORITY:** N1-330-11-001, item 2

**PRIVACY ACT:** EDHA 07

**FILE NUMBER:** 911-20

**FILE TITLE:** Defense and Veterans Eye Injury Registry (DFEIR) Master File

**FILE DESCRIPTION:** Information system that provides the capability to analyze longitudinal outcomes, assess intervention strategies, enhance performance improvement, and develop a common user/provider interface across the DoD and VA to enhance data integrity, improve coding accuracy, and improve work flow processes for vision care. DVEIVR includes Active Duty United States Military Service Members' and veterans' personally identifiable information and protected health information including: name, race/ethnicity, cell telephone number, mailing/home address, marital status, emergency contact, other names used, birth date, date of death, cell and/or home telephone number, biometrics, medical information, social security number, Electronic Data Interchange Person Number (EDIPN), National Provider Identifier (NPI), electronic data interchange person number, national provider identifier, gender, personal e-mail address, disability information, rank, military occupational specialty (MOS), and service. Also, included is clinical data regarding ocular and related diagnoses, medical and surgical interventions, other treatments, rehabilitation and restoration outcomes for each case of significant eye and vision injury incurred by an Active Duty Service Member or Veteran.



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**DISPOSITION:** Temporary. Cut off upon last episode of patient care. Destroy 20 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0008-0001

**PRIVACY ACT:** EDHA 24

**FILE NUMBER:** 911-21

**FILE TITLE:** Overseas Participant Information Management System, Women, Infants and Children Program (PIMSWIC) Consolidated and Local File (Hard Copy)

**FILE DESCRIPTION:** The consolidated and local files include but are not limited to beneficiary personally identifiable information and protected health information, program participant name and/or participant sponsor's name, date of birth, truncated Social Security Number (SSN), mailing address, telecommunications numbers (e.g., mobile, fax, telephone), nutrition education notes, e-mail address, military status and supporting information, household income, data assessing nutritional risks and medical data including (but not limited to) anthropometric data (height or stature and weight), biochemical data (hematocrit or hemoglobin), and dietary data (feeding and nutrition practices). In addition, the records include the WIC Overseas Program beneficiary's medical history data including history of pregnancy, food allergies, medical conditions (i.e., asthma, diabetes, lactose intolerance, etc.) and related information.

**DISPOSITION:** Temporary. Cut off hard copy records upon termination of patient's eligibility or withdrawal of participant from WIC Overseas Program. Transfer to consolidated PIMSWIC Facility in San Antonio, TX 6 months after cutoff. Destroy 3 years after cutoff.

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

**PRIVACY ACT:** EDHA 10

**FILE NUMBER:** 911-22

**FILE TITLE:** Defense Occupational and Environmental Health Readiness System – Hearing Conservation (DOEHRS-HC) Master File

**FILE DESCRIPTION:** DOEHRS-HC collects, maintains, compares and reports hearing readiness, deployment and hearing conservation program data for Department of Defense (DoD) Military and Civilian personnel. The master file includes but is not limited to the following information: personally identifiable information including social security number, date of birth, first name, middle name, last name, gender, worker type, hearing loss screening and surveillance data, and personal protective equipment used, and related information.

**DISPOSITION:** Temporary. Cut off annually. Destroy 30 years after the separation/retirement of the service member of termination/retirement civilian personnel.

**AUTHORITY:** DAA-0330-2013-0004-0001

**PRIVACY ACT:** EDHA 19

**FILE NUMBER:** 911-23

**FILE TITLE:** Joint Medical Asset Repository (JMAR) / Joint Medical Logistics Readiness Tool (JMLRT) Inventory Data

**FILE DESCRIPTION:** Inventory and due in data for supply, facility management, equipment and blood for JMAR /JMLRT, a web-based electronic data repository for consolidated medical logistics inventory and asset inventory information. The JMAR / JMLRT system captures and consolidates existing data from disparate legacy and replacement medical logistics sources to provide a single source for medical asset visibility. JMAR acts as the single authoritative source for acquiring, managing, and providing timely and accurate joint medical asset visibility information. It captures, integrates, and stores data in a central



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repository with Web-based access. Records in the system includes but is not limited to: medical inventory and due in records for supplies and equipment, medical equipment maintenance data, item receipt data, facility management data and blood inventory and shipment data. **NOTE:** Use FN 206-09.1 for Transactional data to include item receipts, issue history and equipment maintenance.

**DISPOSITION:** Temporary. Cut off annually in year when list created. Destroy 3 years after cutoff.

**AUTHORITY:** GRS 5.4, item 010 (DAA-GRS-2016-0011-0001)

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 911-24

**FILE TITLE:** Nutritional Management Information System (NMIS) Meal Tickets

**FILE DESCRIPTION:** Meal ticket records from the Nutrition Management Information System (NMIS) is the Military Health System (MHS) / electronic information system for clinical dietetic and food/production/service information. It contains data elements in the health care records that enable the Military Health System (MHS) personnel to provide preventive and therapeutic medical nutrition therapy (MNT) and medical food management to dietetic MHS beneficiaries and/or their dependents.

**DISPOSITION:** Temporary. Cut off and destroy after change of diet or medical discharge of the patient.

**AUTHORITY:** DAA-0330-2013-0010-0002

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 911-25

**FILE TITLE:** Nutritional Management Information System (NMIS) Food Production Records

**FILE DESCRIPTION:** Food production records from the Nutrition Management Information System (NMIS) is the Military Health System (MHS) / electronic information system for clinical dietetic and food/production/service information. It contains data elements in the health care records that enable the Military Health System (MHS) personnel to provide preventive and therapeutic medical nutrition therapy (MNT) and medical food management to dietetic MHS beneficiaries and/or their dependents.

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

**AUTHORITY:** DAA-0330-2013-0010-0003

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 911-26

**FILE TITLE:** Transportation Command Regulating Command and Control Evacuation System (TRAC<sup>2</sup>ES)

**FILE DESCRIPTION:** TRAC<sup>2</sup>ES is a DoD information system used to determine the appropriate medical treatment facility to which the reported patient will be transferred; to notify the reporting U.S. Government medical treatment facility of the transfer destination. Master file for TRAC<sup>2</sup>ES consist of information from the transferring medical facility which includes but is not limited to: patient identity, service affiliation, grade or status, sex, medical diagnosis, medical condition, necessary special procedures or requirements, required medical specialties administrative considerations, personal considerations, patient home address and/or duty station, and other information affecting the transfer on all active duty military personnel including the National Guard, Air National Guard, Reserves, DoD civilians and others.

**DISPOSITION:** Temporary. Cut off upon notification of reporting to medical treatment facility at the transfer destination. Destroy 75 years after cutoff.

**AUTHORITY:** DAA-0330-2014-0012-0001

**PRIVACY ACT:** Not Applicable



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**FILE NUMBER:** 911-27

**FILE TITLE:** Theater Medical Data Store Master Plan

**FILE DESCRIPTION:** The Theater Medical Data Store (TMDS) provides web-based access to service member information collected at theater based medical treatment facilities (MTFs) using AHLTA-Theater, Shipboard Automated Medical System (SAMS), Global Expeditionary Medical System (GEMS), and Cache TC2. TMDS master file consists of records of medical treatment patients receive in theater battalion aid stations and from first responders on the battlefield. All TMDS medical records include patient demographic information including but not limited to: age, birth date, social security number (SSN), marital status, personal cell phone number, home telephone number, address, race, pay grade, personnel code, service identification number, mobilization status, unit identification number and unit phone number. In addition, TMDS maintains blood inventory records of MTFs OCONUS and in forward operating bases in the theater of operations.

**DISPOSITION:** Temporary. Cut off annually. Destroy patient related medical records transferred to the Department of Veteran Affairs annually when 50 years old.

**AUTHORITY:** DAA-0330-2014-0006-0001

**PRIVACY ACT:** TBD

**FILE NUMBER:** 911-28

**FILE TITLE:** Theater Blood Tab

**FILE DESCRIPTION:** The Theater Blood Tab provides visibility and a traceable record of transient patients' blood transfusions, blood inventory and blood donations according to the theater facility and location. Including but not limited to blood inventory records and medical transportation records.

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

**AUTHORITY:** DAA-0330-2014-0006-0002

**PRIVACY ACT:** TBD

**FILE NUMBER:** 911-29

**FILE TITLE:** Defense Medical Human Resource System – Internet (DMHRSi)

**FILE DESCRIPTION:** DMHRSi is the primary reporting system available to support all medical staff in the day-to-day human resource management operations. It stores data for all medical staff, regardless of Service, and thereby provides an enterprise-wide view of all the medical resources in one system. This allows for integrated visibility and reporting. The DMHRSi master file includes but is not limited to information on Manpower Personnel, Education & Training, Readiness, Labor Cost Assignment, Project or Task. Data fields are Individual's name, date of birth, Social Security Number (SSN) and/or DoD Identification (ID) Number, National Provider Identifier (NPI), Common Access Card (CAC) expiration date, gender, place of birth, citizenship, home address, home telephone number, business email address, work address, work telephone number, race/ethnicity, marital status, medical training information including class names and class dates, military rank information, specialty, licensure, educational background, personnel security clearance data, medical readiness training and other health information required to determine an individual's fitness to perform their duties. The DMHRSi maintains the following MHS contractor and volunteer data:

- (1) Manpower authorization documents and other information that provide necessary management reporting requirements;
- (2) Personnel training data including personnel training requirements, training courses, classes, schedules, instructors, and individual training records;
- (3) Personnel demographic and projected personnel gains and losses;



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- (4) Labor cost assignment data including personnel time card data, labor cost accounting data, DoD pay codes, and bi-weekly pay period summaries; and
- (5) Personnel readiness status including physical training and readiness status.

**DISPOSITION:** Temporary. Cut off upon notification of separation or termination from MHS assignment and/or employment. Destroy 4 years after cutoff.

**AUTHORITY:** DAA-0330-2016-0014-0001

**PRIVACY ACT:** EDHA 11

**FILE NUMBER:** 911-30

**FILE TITLE:** Coagulation Clinic (CoagClinic) System – Master Files

**FILE DESCRIPTION:** The CoagClinic system maintains anticoagulation medical treatment statistical record data for following trends and conducting patient population studies, research and other activities. The system produces patient treatment reports; however, the official patient medical record (treatment) is transferred to and maintained in the AHLTA system. CoagClinic is deployed at 32 military health system hospitals and treatment facilities. CoagClinic master files include patient demographic information, such as:

- Name, SSN, gender, race, DOB, address, telephone number,
- Medical information,
- Family member program category,
- Sponsor SSN, and e-mail address,
- Anticoagulation treatment dosage by
  - Patient appointment date and days of the week,
  - Dosage, dosage frequency and route,
  - Treatment start and end dates,
  - International normalized ratio (INR) of prothrombin time of blood coagulation rates and reactions, and
  - Additional medications and medication information including name, dosage, dosage frequency and route, drug classification, start and stop dates, and in rates and reactions.

**DISPOSITION:** Temporary. Cut off upon system decommissioning. Destroy 10 years after cutoff.

**AUTHORITY:** DAA-0330-2016-0012-0001

**PRIVACY ACT:** A0040-66b DASG

**FILE NUMBER:** 911-31

**FILE TITLE:** Blood Donor Management System (BDMS)

**FILE DESCRIPTION:** BDMS, a component of the Enterprise Blood Management System (EBMS), manages the blood donation aspect of the Armed Services Blood Program (ASBP), including blood donor registration, screening, blood products, and associated record keeping for military blood donors, dependents of military donors, and other civilian donors in the CONUS, OCONUS, and in Theater. BDMS contains patient information such as blood donor demographic information, blood donor deferral information and data related to donated blood unit such as lab test results, blood product manufacturing, blood product inventory and distribution.

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

**AUTHORITY:** DAA-0330-2016-0001-0001

**PRIVACY ACT:** EDHA 25-DoD



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**FILE NUMBER:** 911-32

**FILE TITLE:** Blood Management Blood Bank Transfusion Service (BMBB/TS)

**FILE DESCRIPTION:** BMBB/TS, a component of the Enterprise Blood Management System (EBMS), improves patient safety by using automation to record, track, and report on all aspects of blood banking and blood transfusion, secures global web-based solutions, provides enterprise-wide Military Health Services (MHS) blood products inventory management and reporting and, provides for automated cross-matching of blood and blood products. Master file includes but is not limited to patient information such as transfusion request, records on issuing of a blood product to patients, donor deferrals, and deferral information.

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

**AUTHORITY:** DAA-0330-2016-0001-0003

**PRIVACY ACT:** EDHA 25 DoD

**FILE NUMBER:** 911-33

**FILE TITLE:** Neurocognitive Assessment Performance Report Data

**FILE DESCRIPTION:** Neurocognitive Assessment data of selected military service members, examining cognitive processes (used to determine if problems are getting better or worse after concussions, Traumatic Brain Injuries (TBIs), and mild Traumatic Brain Injuries (mTBIs)). Data includes:

- Demographic information (Social Security Numbers, date of birth, name, gender, address, military service unit, telephone numbers, etc.)
- Self-reported information on possible prior concussions
- Self-reported assessments of sleepiness and moods
- Cognitive performance measures

**DISPOSITION:** Temporary. Cut off after last patient is evaluated. Destroy 10 years after cutoff.

**AUTHORITY:** DAA-0330-2013-0007-0001

**PRIVACY ACT:** TBD

**FILE NUMBER:** 911-34

**FILE TITLE:** Department of Defense Medical Examination Review Board System (DoDMERBS)

**FILE DESCRIPTION:** Central repository and tracking system for all initial physical examinations and supporting documents for most officer accessions in all branches of the Armed Services. The DoDMERBS system supports contract and DoD medical and para-professional personnel to store, track, and communicate on status and flow of physical examinations and medical waivers. Includes, but is not limited to:

- Name, SSN, rank, branch, and DOB
- Report of the Medical Examination
- Report of Medical History
- Report of Dental Examination, to include dental x-rays and any associated civilian forms
- Medical tests that have been accomplished such as labs, radiographs, EKGs, Spirometry, consult reports, etc.
- Personal correspondence between the DoDMERB and the applicant, and/or parents/guardian concerning the applicant's medical history or qualification status

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

**AUTHORITY:** DAA-0330-2015-0008-0001

**PRIVACY ACT:** TBD



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### RECORDS CATEGORY: 912 – RESERVED

**FILE NUMBER:** 912-01 – Consolidated into 1901-01  
**FILE NUMBER:** 912-02 – Consolidated into 1901-03  
**FILE NUMBER:** 912-03 – Consolidated into 1901-04 and/or 1901-14, as applicable  
**FILE NUMBER:** 912-03.1 – RESCINDED  
**FILE NUMBER:** 912-04 – Consolidated into 1901-03  
**FILE NUMBER:** 912-05 – Moved to 1901-05  
**FILE NUMBER:** 912-06 – Consolidated into 1901-01  
**FILE NUMBER:** 912-07 – Consolidated into 1901-04 and/or 1901-14, as applicable  
**FILE NUMBER:** 912-07.1 – RESCINDED  
**FILE NUMBER:** 912-08 – Consolidated into 1901-03  
**FILE NUMBER:** 912-09 – Consolidated into 1901-06  
**FILE NUMBER:** 912-10.1a – Moved to 1901-07  
**FILE NUMBER:** 912-10.1b – Consolidated into 1901-06  
**FILE NUMBER:** 912-10.2 – Consolidated into 1901-06  
**FILE NUMBER:** 912-11 – Consolidated into 1901-08  
**FILE NUMBER:** 912-12 – Consolidated into 1901-08  
**FILE NUMBER:** 912-13 – Moved to 1901-09

### RECORDS CATEGORY: 913 – RESERVED

**FILE NUMBER:** 913-01 – Consolidated into 1901-10  
**FILE NUMBER:** 913-02 – Consolidated into 1901-10

### RECORDS CATEGORY: 914 -- RESERVED

**FILE NUMBER:** 914-01a – Moved to 1921-01  
**FILE NUMBER:** 914-01b – Moved to 1921-02

### RECORDS CATEGORY: 915 -- RESERVED

**FILE NUMBER:** 915-01 – Moved to 1921-01  
**FILE NUMBER:** 915-01a – RESCINDED  
**FILE NUMBER:** 915-02 – Consolidated into 206-21  
**FILE NUMBER:** 915-03 – Consolidated into 206-21

### RECORDS CATEGORY: 916 -- RESERVED

**FILE NUMBER:** 916-01a – RESCINDED  
**FILE NUMBER:** 916-01b – RESCINDED  
**FILE NUMBER:** 916-02 – Moved to 1905-04

### RECORDS CATEGORY: 917 -- RESERVED



## OSD Records Disposition Schedules

**FILE NUMBER:** 917-01 – Moved to 1922-01  
**FILE NUMBER:** 917-02 – Moved to 1922-02  
**FILE NUMBER:** 917-02b – Consolidated into 202-03.2  
**FILE NUMBER:** 917-03 – Moved to 1922-03

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**RECORDS CATEGORY:** 918 – RESERVED

**FILE NUMBER:** 918-01 – Moved to 1901-11

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**RECORDS CATEGORY:** 919 – RESERVED

**FILE NUMBER:** 919-01 – Moved to 1923-01  
**FILE NUMBER:** 919-02 – Moved to 1923-02  
**FILE NUMBER:** 919-03 – Moved to 1923-03  
**FILE NUMBER:** 919-04 – Moved to 1923-04  
**FILE NUMBER:** 919-05 – Moved to 1923-05  
**FILE NUMBER:** 919-06 – Moved to 1923-06  
**FILE NUMBER:** 919-07 – Moved to 1923-07  
**FILE NUMBER:** 919-08 – Moved to 1923-08  
**FILE NUMBER:** 919-09 – Moved to 1923-09  
**FILE NUMBER:** 919-10 – Moved to 1923-10  
**FILE NUMBER:** 919-11 – Moved to 1923-11  
**FILE NUMBER:** 919-12 – Moved to 1923-12  
**FILE NUMBER:** 919-13 – Moved to 1923-13

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**RECORDS CATEGORY:** 920 -- RESERVED

**FILE NUMBER:** 920-01 – Moved to 1924-01  
**FILE NUMBER:** 920-02 – Moved to 1924-02  
**FILE NUMBER:** 920-03 – Moved to 1924-03  
**FILE NUMBER:** 920-04a – Moved to 1924-04  
**FILE NUMBER:** 920-04b – Moved to 1924-05  
**FILE NUMBER:** 920-05 – Moved to 1924-06  
**FILE NUMBER:** 920-06 – Moved to 1924-07  
**FILE NUMBER:** 920-07 – Moved to 1924-08  
**FILE NUMBER:** 920-08a – Moved to 1924-09  
**FILE NUMBER:** 920-08b – Moved to 1924-10  
**FILE NUMBER:** 920-09a – Moved to 1924-11  
**FILE NUMBER:** 920-09b – Moved to 1924-12  
**FILE NUMBER:** 920-09c(1) – Moved to 1924-13  
**FILE NUMBER:** 920-09c(2) – Moved to 1924-14  
**FILE NUMBER:** 920-10 – Moved to 1924-15  
**FILE NUMBER:** 920-11a – Moved to 1924-16



## OSD Records Disposition Schedules

**FILE NUMBER:** 920-11b – Moved to 1924-17  
**FILE NUMBER:** 920-12a – Moved to 1924-18  
**FILE NUMBER:** 920-12b – Moved to 1924-19  
**FILE NUMBER:** 920-13 – Moved to 1924-20  
**FILE NUMBER:** 920-14a – Moved to 1924-21  
**FILE NUMBER:** 920-14b – Moved to 1924-22  
**FILE NUMBER:** 920-15 – Moved to 1924-23  
**FILE NUMBER:** 920-16a – Moved to 1924-24  
**FILE NUMBER:** 920-16b – Moved to 1924-25  
**FILE NUMBER:** 920-17 – Moved to 1924-26  
**FILE NUMBER:** 920-18 – Moved to 1924-27  
**FILE NUMBER:** 920-19 – Moved to 1924-28

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**RECORDS CATEGORY:** 921 -- RESERVED

**FILE NUMBER:** 921-01a – Moved to 1917-01  
**FILE NUMBER:** 921-01b – Moved to 1917-03  
**FILE NUMBER:** 921-01c – Moved to 1917-04  
**FILE NUMBER:** 921-01d – Moved to 1917-02  
**FILE NUMBER:** 921-02a – Moved to 1917-05  
**FILE NUMBER:** 921-02b – Moved to 1917-06

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**RECORDS CATEGORY:** 922 – RESERVED

**FILE NUMBER:** 922-01 – Moved to 1918-01  
**FILE NUMBER:** 922-02 – Moved to 1918-02  
**FILE NUMBER:** 922-03 – Moved to 1918-03  
**FILE NUMBER:** 922-04 – Moved to 1918-04

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**RECORDS CATEGORY:** 923 -- RESERVED

**FILE NUMBER:** 923-01a – Moved to 1925-01  
**FILE NUMBER:** 923-01b – Moved to 1925-02  
**FILE NUMBER:** 923-01c – Moved to 1925-03  
**FILE NUMBER:** 923-02 – Consolidated into 101-01.1  
**FILE NUMBER:** 923-03 – Consolidated into 101-01.1

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**RECORDS CATEGORY:** 924 – RESERVED

**FILE NUMBER:** 924-01 – Moved to 1919-01  
**FILE NUMBER:** 924-02a – Consolidated into 1919-02  
**FILE NUMBER:** 924-02b – Consolidated into 1919-02  
**FILE NUMBER:** 924-02c – Moved to 1919-03  
**FILE NUMBER:** 924-03 – Consolidated into 1919-05



## OSD Records Disposition Schedules

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**FILE NUMBER:** 924-04 – Consolidated into 1919-05

**FILE NUMBER:** 924-05 – Consolidated into 1919-06

**FILE NUMBER:** 924-06 – Consolidated into 1919-07

**FILE NUMBER:** 924-07.A – RESCINDED

**FILE NUMBER:** 924-07.B – RESCINDED

**FILE NUMBER:** 924-07.C – RESCINDED

**FILE NUMBER:** 924-07.D – RESCINDED

**FILE NUMBER:** 924-07.F – RESCINDED

**FILE NUMBER:** 924-07.H – RESCINDED

**FILE NUMBER:** 924-07.9 – RESCINDED