

CHAPTER 6

MEDICINE AND DENTISTRY RECORDS  
SSIC 6000-6999

THE RECORDS DESCRIBED IN THIS CHAPTER RELATE TO THE ADMINISTRATION AND PERFORMANCE OF MEDICAL AND DENTAL FUNCTIONS BY THE NAVY MEDICAL DEPARTMENT. THEY INCLUDE RECORDS OF EXAMINATION, CARE AND TREATMENT OF INDIVIDUALS, PHYSICAL FITNESS, ENVIRONMENTAL, AND HEALTH CARE PROGRAM RECORDS ACCUMULATED IN CONNECTION WITH CARRYING OUT MEDICAL DEPARTMENT FUNCTIONS. THESE RECORDS ARE LOCATED AT THE BUREAU OF MEDICINE AND SURGERY (BUMED), AT BUMED ACTIVITIES (INCLUDING HOSPITALS), MEDICAL AND DENTAL CLINICS, HEALTH CARE RESEARCH ACTIVITIES, EDUCATION AND TRAINING ACTIVITIES AT MARINE CORPS ACTIVITIES, AT OTHER MEDICAL AND DENTAL FACILITIES AND UNITS, AT AREA AND STAFF MEDICAL AND DENTAL OFFICES, AND AT FEDERAL RECORDS CENTERS. SOME EXCEPTIONS TO DISPOSAL STANDARDS ARE NECESSARY. REGARDLESS OF AUTHORIZATIONS IN THIS MANUAL, RECORDS DIRECTLY RELATING TO MATTERS LISTED BELOW WILL NOT BE DESTROYED UNTIL FINAL CLEARANCE OR SETTLEMENT OF THE CASE:

- AN OUTSTANDING CLAIM FOR OR AGAINST THE UNITED STATES;
- A CASE UNDER LITIGATION; OR
- AN INCOMPLETE INVESTIGATION.

SSIC 6000-6999

GENERAL MEDICINE AND DENTISTRY RECORDS

SSIC 6000

GENERAL MEDICINE AND DENTISTRY (INCLUDE MARINE CORPS STANDARD OPERATING PROCEDURES RECORDS)

1. PRIMARY PROGRAM AND RELATED ADJUNCT RECORDS.

a. BUMED (Headquarters (HQ) Medical and Dental Program and Planning Records).

(1) Primary program records. Files and records documenting development and execution of medical plans, policies, programs, and procedures in performance of the assigned mission of BUMED to provide health care, medical and dental, support to the naval establishment.

Permanent. Cut off annually. Transfer to Washington National Records Center (WNRC), 4205 Suitland Rd., Suitland, MD 20409, when 4 years old. Offer to National Archives (NARA) when 20 years old.

(2) Administrative correspondence files. Temporary use adjunct records documenting routine management, administration, and internal operations of BUMED, including general correspondence files and other temporary records relating to internal operations (such as office services, space and maintenance, personnel utilization, internal administrative reports, announcements, and similar issuances, etc. (Exclude primary program records covered in SSIC 6000.la(1).) (See also SSIC 6010.1.)

Destroy when 2 years old.

b. BUMED Medical and Dental Research Activities.

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

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

(2) Administrative correspondence files. Temporary use adjunct records documenting routine management, administration, and internal operations of the research activity, including general correspondence, office services, local administrative issuances, etc. (See also SSIC 6010.1.)

Destroy when 2 years old.

c. Other BUMED Activities.

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

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

(2) Administrative correspondence files. (See also SSIC 6010.1.)

Destroy when 2 years old.

d. Marine Corps Activities. Records known to be duplicated in the files of BUMED.

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

2. UNIDENTIFIED RECORDS. Records relating to Navy and Marine Corps, medicine and dentistry operations that are not described in this chapter.

Disposition not authorized. Submit an SF 115 following the guidelines of Part II, paragraph 4.

#### SSIC 6010

### ADMINISTRATION RECORDS.

#### I. GENERAL ADMINISTRATION

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

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

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

Destroy when 2 years old.

c. Hospital Accreditation (JCAH) Survey Files. Applications for survey, JCAH reports of survey, and related correspondence.

Destroy when 5 years old.

d. Housekeeping, Linen, Laundry, and Food Management Service Files. Internal operating records, files, and adjunct data pertaining to the scope and cost of

services, manpower requirements, workloads, contractual service documents, and related supportive materials for the provision of hospital housekeeping, linen, laundry, and food management functions in naval medical treatment facilities.

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

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

Destroy when 5 years old.

f. Medical and Dental Officer of the Day (OOD) Logs. Chronological records of events such as damage, destruction/loss of medical department property, medical department OOD logs and journals maintained for operating units, etc.

(1) Activities in a non-combat zone.

(a) Smooth logs.

Destroy when 10 years old.

(b) Rough logs.

Destroy when 1 year old.

(2) Activities in a combat zone.

(a) Smooth logs.

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

(b) Rough logs.

Destroy when 1 year old.

g. Medical Department Personnel Professional Development Training Records Files. Jackets, files, and other supportive records and files for active duty members of the medical, dental, nurse, and medical service, and hospital corps documenting education, training, credentials, and other accomplishments.

(1) BUMED for the duration of the member's

active service.

Cut off annually. Transfer to NPRC (MPR) 1 year after separation from service. Destroy 10 years after date of separation.

(2) BUMED activities.

Destroy when 5 years old.

## 2. PATIENT CARE ADMINISTRATION.

a. General. Morning reports of the sick, binnacle lists, appointment records, outpatient treatment record release files, patient evacuation manifests, requests for clinical (medical/dental) follow-up information, seriously/very seriously ill lists, deaths on wards, and similar temporary use administrative forms, journals, and logs.

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

b. Nonavailability Statements. Files include forms such as DD 1251 (Patients' Personal Effects and Valuables) and reports of treatment and hospitalization furnished pay patients.

Destroy when 2 years old.

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

Destroy when 2 years old.

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

Destroy 2 years after final settlement of claim, provided appropriate data is recorded in the health care treatment record.

e. Medical Care Evaluation/Quality Assurance Program Files. Working files documenting patient care audit, utilization review, staff appointment, and credential functions incident to JCAH accreditation.

Destroy when 5 years old, superseded, outdated, or included in summary reports, whichever is earlier.

f. Inpatient and Outpatient Workload and Morbidity

Reports. Source documents (forms, adjunct records and related data, and automated records) used to report and statistically summarize inpatient, outpatient, and medical services workload and morbidity data at hospitals and naval medical treatment facilities.

(1) Naval Medical Information Management Center, Bethesda, MD.

(a) Original records.

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

(b) Punched cards.

Retain on board. Disposition to be determined.

(c) Computer tapes and discs.

Apply SSIC 6010.2f(1)(b).

(2) Hospitals and Navy health care treatment facilities.

Destroy when 5 years old.

g. Medical Boards. Records documenting medical disposition of Navy and Marine Corps members.

(1) Record copies.

File original copy in individual's health care treatment record. Other copies are to be distributed according to current directives.

(2) Non-record copies.

Destroy when 1 year old.

(3) Automated records.

(a) Punched cards.

Retain on board. Disposition to be determined.

(b) Computer tapes/discs.

Apply SSIC 6010.2g(3)(a).

h. Register of Patients. Files include forms such as DD 739, Automatic Data Processing, or other media documenting admission of individuals to inpatient care facilities.

(1) Numeric sections.

Retain on board for JCAH accreditation purposes. Transfer to nearest FRC with other primary records when activity is decommissioned. Destroy 25 years after date of accession at the FRC.

(2) Alphabetic sections. (See also SSIC 6150.2a.)

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

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

Cut off annually. Destroy when 3 years old.

SSIC 6100-6199

PHYSICAL FITNESS RECORDS

THE RECORDS IN THIS (6100-6199) SERIES ARE RELATED TO HEALTH AND MEDICAL RECORDS AND INCLUDE GENERAL PHYSICAL FITNESS, PHYSICAL STANDARDS, AND PHYSICAL EXAMINATIONS RECORDS.

SSIC 6110

1. **CHRONIC OBESITY CASE FILES FOR TREATMENT PERFORMED AT NAVAL ALCOHOL REHABILITATION CENTERS.** Individual records of multidisciplinary residential therapy for chronically obese DOD military personnel, dependents, and retired personnel conducted at Naval Alcohol Rehabilitation Centers (NARC). Records consist of standard, federal, and DOD forms approved for program use by the Chief of Naval Personnel as well as recommendations for after care.

Retire to nearest FRC when 3 years old. Destroy when 10 years old.

2. **RISK FACTOR SCREENING/PHYSICAL READINESS TEST RESULTS.** A semi-annual analysis of the risk factors which may limit participation in the Physical Readiness Test Program. Included are the results of the Physical Readiness Tests and a record of participation in the command directed physical conditioning program. The information is usually

recorded on OPNAV 6100/2.

a. Copy Maintained by Command Administering Test.

(1) Records of Officers

Retain as a "stand-alone" file. Destroy after 5 years old.

(2) Records of enlisted personnel

File with activity copy of enlisted members transfer evaluation (NAVPER 1616/24). Destroy when 5 years old.

SSIC 6150

HEALTH AND MEDICAL RECORDS

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

**PRIOR TO 31 JAN 94:** Transfer to NPRC (MPR) in accordance with MANMED and current BUMED, BUPERS, and MARCORPS directives. Disposition will be in accordance with that provided for the military personnel service jacket. See also Chapter I, Part III, governing disposition of military personnel service jackets.

**AFTER 31 JAN 94:** Forward to Department of Veterans Affairs, Service Medical Records Center, P.O. Box 150950, St. Louis, MO 63115-8950

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

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

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

a. Military Inpatient (Clinical) Record Files.

Ship as one records series (group). Include active duty, retired, and former military service members--Army, Navy, Air Force, Reservists, National Guard, Reserve Officer Training Corps on active duty, cadets and midshipmen, Coast Guard, PHS, National Oceanic and Atmospheric Administration, and Veterans Administration (VA) beneficiaries. Destroy when 50 years old.

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

Ship as one records series (group). Include dependents of military/uniform service personnel, federal government employees, civilian humanitarian, and other non-military. Do not include records for American Red Cross or foreign personnel (military and other) or their dependents covered in SSIC 6150.2c and d. Destroy when 50 years old.

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

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

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

Give custody of inpatient records and x-rays to foreign personnel (military member/sponsor) at the time of the patient's return to the parent country.

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

3. OUTPATIENT TREATMENT RECORD FILES.

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

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

a. Retired Military Outpatient Treatment Record Files.

Transfer as one records series (group). Include outpatient treatment records for retired military personnel listed in SSIC 6150.2a. Do not include health care treatment records for active duty Navy and Marine Corps members. Destroy when 50 years old.

b. Outpatient Treatment Record Files - Dependents and Others.

Transfer as one records series (group). Include dependents and other patients as described in SSIC 6150.2b. Destroy when 50 years old.

c. Outpatient Treatment Record Files - American Red Cross Personnel.

Apply SSIC 6150.2c.

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

Apply SSIC 6150.2d.

**4. CIVILIAN EMPLOYEE OUTPATIENT TREATMENT RECORD FILES.**

a. Individual Industrial/Occupational Health Care Treatment Records Jackets. Jackets containing original or copies of various reports and records documenting health evaluations, examinations, care, and treatment provided on an outpatient status for federal government employees, including chronological records of medical care, reports of laboratory and x-ray findings, consultations, and records of occupational exposure to environmental stress (noise, radiation, or hazardous or potentially hazardous substances such as asbestos, pesticides, suspected carcinogens, etc.; hearing records; vision records; immunizations; reports of medical history; physical condition; and similar records reflecting treatment furnished and absences from work caused by illness and injury, together with supportive records and adjunct forms, e.g., Privacy Act statements). (Exclude records described in SSIC 6150.4b.)

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

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

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

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

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

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

b. Dependents Dental Health Care Treatment Records. Documents reflecting dental treatment provided

to dependents of military personnel and other non-military individuals, except for DOD employees.

Transfer as one records series (group) to NPRC (CPR) 1 year after last treatment. Destroy when 5 years old.

c. DOD Civilian Employees Dental Health Care Treatment Records. Documents reflecting dental treatment provided to civilian DOD employees.

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

**6. NON-RECORD COPIES OF HEALTH AND MEDICAL RECORD FILES.** All non-record copies of forms, reports, records, and other data for which a record copy is either filed or transcribed into any of the treatment records listed in SSIC 6150.1-5.

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

**7. AMBULATORY PROCEDURE VISIT (APV) RECORDS.** This record documents care rendered to patients in an ambulatory surgical unit setting. This records series includes operation reports, tissue reports, diagnostic test results, therapeutic records, medication records, documentation of medical care rendered to the patient, provider and nursing notes and history and physical reports. (N1-NU-96-4 pending)

a. Ambulatory Procedure Visit records of US military personnel to include retired and Naval Academy midshipmen for Medical Treatment Facilities (MTFs) with or without inpatient record departments.

Transfer, in social security number order, to NPRC (NPR) 2 years after the visit. Destroy when 50 years old.

b. Ambulatory Procedure Visit records of non-military personnel from MTFs with or without inpatient record departments.

Transfer, in social security number order, to NPRC(CPR) 2 years after the visit. Destroy when 50 years old.

c. Ambulatory Procedure Visit records of American Red Cross personnel from MTFs with or without inpatient record departments.

Transfer to Medical Director, American Red Cross,

Washington, DC 20006 two years after the visit.

**d. Ambulatory Procedure Visit records of active duty officer Coast Guard personnel from MTFs with or without inpatient record departments.**

Transfer to the Commandant G-PO, US Coast Guard, Washington, DC 20593 two years after the visit.

**e. Ambulatory Procedure Visit records of active duty enlisted Coast Guard personnel from MTFs with or without inpatient record departments.**

Transfer to Commandant G-PE, US Coast Guard, Washington, DC 20593 two years after the visit.

**f. Ambulatory Procedure Visit records of reserve enlisted/officer Coast Guard personnel from MTFs with and without inpatient record departments.**

Transfer to Commandant G-RA, US Coast Guard, Washington, DC 20593 two years after the visit.

**g. Ambulatory Procedure Visit records of Veterans Administration beneficiaries from MTFs with and without inpatient record departments.**

Transfer, in Social Security Number order, to NPRC (MPR) 2 years after the visit. Destroy when 50 years old.

**h. Ambulatory Procedure Visit records of foreign national military personnel and their dependents from MTFs with and without inpatient record departments.** Exclude records of prisoners of war (PW) and civilian internees (CI)

Transfer to the parent country embassy two years after the visit. NOTE: PW/CI ambulatory procedure visit records will be filed in the individual PW/CI jackets under SSIC 3460.3d.

**SSIC 6200-6299**

**PREVENTIVE MEDICINE RECORDS**

THE RECORDS IN THIS (6200-6299) SERIES ARE RELATED TO GENERAL PREVENTIVE MEDICINE RECORDS AND INCLUDE QUARANTINE; COMMUNICABLE DISEASES (VENEREAL DISEASE AND TUBERCULOSIS); PROPHYLAXIS; HYGIENE AND SANITATION; INSECT, PEST, AND RODENT CONTROL; OCCUPATIONAL HEALTH;

TOXICOLOGY; AND ENVIRONMENTAL QUALITY AND POLLUTION CONTROL RECORDS.

**SSIC 6200**

**GENERAL PREVENTIVE MEDICINE RECORDS**

1. COMMUNICABLE DISEASE CASE FILES. Copies of records documenting control/prevention of communicable diseases maintained for reporting to cognizant military, federal, or state/local health authorities.

a. Formal Reports.

Destroy when 5 years old.

b. Working Files.

Destroy when data is summarized in formal reports.

2. OCCUPATIONAL HEALTH, INDUSTRIAL, AND ENVIRONMENTAL CONTROL RECORDS. (See also SSIC 5100.)

a. Program Records. Industrial hygiene program records accumulated by BUMED, National Capital Region, Bethesda, naval medical activities, Navy environmental and preventive medicine units, and Navy Environmental Health Center, Norfolk, documenting occupational industrial, toxicological, and environmental stresses affecting health and preventive medicine services provided by the activity. Included are consultation reports, environmental monitoring records, surveys, measurements, and exposure analyses, control logs (chronological histories) of unusual incidents and hazardous conditions, evaluations, and recommendations concerning work practices, personal protective equipment, etc., together with related supportive records. (Exclude records covered in SSIC 6200.2b.)

Cut off annually. Transfer to the nearest FRC when 5 years old. Destroy when 75 years old.

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

File in the individual's health care treatment record. (See SSICs 6150.1 for military personnel and 6150.4 for civilian personnel.)

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

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

SSIC 6300-6399

GENERAL MEDICINE RECORDS

THE RECORDS IN THIS (6300-6399) SERIES ARE RELATED TO TREATMENT AND HOSPITALIZATION (BEDS AND SUPERNUMERARIES) RECORDS AND INCLUDE GENERAL MEDICINE, DISEASES AND INJURIES, AND REHABILITATION AND CONVALESCENCE RECORDS.

SSIC 6320

TREATMENT AND HOSPITALIZATION RECORDS

1. ELECTROENCEPHALOGRAM TRACINGS.

a. Normal Tracings.

Destroy when 1 year old.

b. Abnormal Tracings.

Destroy when 5 years old.

2. EMERGENCY ROOM LOGS (CONTROL REGISTERS).

Transfer to nearest FRC with other primary program records when activity is disestablished. Destroy 25 years after accession at the FRC.

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

a. Central Registry Records at Naval Medical Information Management Center, Bethesda and Headquarters Marine Corps.

Maintain electronic database for as long as necessary.

Maintain paper copies for 3 years, then destroy.

b. Family Advocacy Case Records (secondary medical records) at BUMED Activities and Installation Family Service Centers.

Retain closed cases at the activity for 4 years following closure. Retire all ORIGINAL case records to NPRC, St. Louis as an outpatient record 4 years following closure of record, if there has been no further case activity. Maintain records at NPRC for 50 years.

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

a. Input Documents.

Destroy when 1 year old.

b. Punched Cards.

Retain on board. Disposition to be determined.

c. Computer Tapes/Discs.

Apply SSIC 6320.4b.

5. NURSING RECORDS.

a. Nursing Care Plans, Medication and Treatment Cards, Stat/Daily Orders, Patient Intake and Output (such as DD 792), Etc.

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

b. Ward Reports, Day Books, and Nursing Service Reports.

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

6. PATHOLOGY AND CLINICAL LABORATORY RECORDS.

a. Tissue Examinations.

(1) Pathology laboratory copies.

Destroy when 15 years old.

(2) All other copies.

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

**b. Tumor Registries.** Registries maintained at hospitals and medical activities conducting cancer programs.

Destroy when activity is disestablished.

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

Apply SSIC 6320.6a.

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

Apply SSIC 6320.6a.

**e. Physical, Chemical, and Bacteriological Examinations of Food and Water.**

Destroy when 1 year old.

**f. Clinical Laboratory Workload Data.** Statistical reports of procedures performed with summary data and related records.

Destroy when 5 years old.

**g. Laboratory Information System (LABIS).** BUMED, National Capital Region, Bethesda, MD, test results for patients' specimens referred to BUMED, National Capital Region, and system generated subsidiary records.

(l) Computer Stored.

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

Destroy when 1 year old.

(b) Laboratory findings for inpatients.

Destroy 30 days after discharge/last result entry.

(c) Laboratory findings for outpatients.

Destroy 90 days after last result entry.

(d) Operational, quality control, and statistical accumulations.

Destroy when 90 days old.

(2) Printed reports.

(a) Interim reports.

Destroy after patient's treatment is completed.

(b) Final reports.

Maintain in patient's health care treatment record jacket.

(c) Subsidiary records such as workload reports.

Destroy when 5 years old.

(d) Laboratory logs.

Destroy when 5 years old.

(e) Short-term census reports.

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

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

Destroy when 7 years old.

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

Destroy when 3 years old or on discontinuance of function, whichever is earlier.

## 7. PHARMACY RECORDS.

**a. Prescriptions, Formularies, and Drug Lists.**

(l) Prescription forms including "polyprescription" forms.

Destroy when 3 years old.

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

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

b. Narcotics, Alcohol, and Controlled Drug Inventories and Accounting Records.

Destroy when 3 years old.

8. **PSYCHIATRY, PSYCHIATRIC SOCIAL WORK, AND CLINICAL PSYCHOLOGY RECORDS.**

a. Neuropsychiatric Inpatient and Outpatient Workload Statistics and Psychiatric Unit Evaluations.

Destroy when 2 years old.

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

Transfer as a separate record series (group) to NPRC (MPR) 2 years after last admission/treatment.

(1) Active duty and retired military personnel.

Destroy when 50 years old.

(2) All other patient categories.

Destroy when 25 years old.

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

Destroy 2 years after date of admission/treatment.

9. **SURGERY RECORDS.** Operation schedules, electrical conductivity test records, anesthetic data records, etc.

Destroy when 2 years old.

10. **VISION RECORDS.**

a. Eyewear Prescriptions.

Destroy when 1 year old.

b. Occupational Optometry Case Files. Files accumulated by medical activities, hospitals, and branch clinics incident to the practice of occupational optometry.

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

SSIC 6400-6599

SPECIAL FIELDS RECORDS

THE RECORDS IN THIS (6400-6599) SERIES ARE RELATED TO AVIATION MEDICINE RECORDS, SUBMARINE AND DIVING MEDICINE RECORDS, RADIOLOGICAL MEDICINE RECORDS, AND RESEARCH RECORDS AND INCLUDE GENERAL SPECIAL FIELDS (MEDICAL SPECIALTIES), TROPICAL MEDICINE, AMPHIBIOUS AND FIELD MEDICINE, AMBULATORY CARE MEDICINE, SURGERY, MEDICAL PROBLEMS CONCERNING SPECIAL WEAPONS, VISION, PATHOLOGY, PSYCHIATRY, BLOOD AND DERIVATIVES, SPACE MEDICINE, NURSING, SURFACE AND SEALIFT MEDICINE, AND PHARMACY RECORDS.

SSIC 6410

AVIATION MEDICINE RECORDS

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

Cut off annually. Destroy when 30 years old. (Transfer inactive records to the nearest FRC for storage if space is not available locally.)

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

Apply SSIC 6410.1.

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

Destroy when 5 years old.

SSIC 6420

SUBMARINE AND DIVING MEDICINE RECORDS

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

Transfer to nearest FRC when 4 years old. Destroy when 25 years old.

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

Apply SSIC 6420.1.

**3. NAVY EXPERIMENTAL DIVING UNIT GENERAL CORRESPONDENCE FILES**

Destroy when 6 years old.

SSIC 6470

RADIOLOGICAL MEDICINE RECORDS

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

**NOTE:** NARA packing and identification instructions. Do not bend, roll or fold film. Type, print, or stamp the individual's SSN and name, in that order, on the front of each jacket (film folder) or envelope used for enclosing x-rays. Retain all films for examinees not assigned an SSN until the SSN is issued. Enter the SSN on the film jacket and ship to NPRC (CPR). Requisition film jackets through normal supply channels, standard stock items NSN 7530-00-612-3950, envelope, photographic negatives (4 3/8" x 10 3/8") and NSN 7530-00-612-4000, do., 14 1/2" x 17 1/2". Use negative jackets measuring 4 3/8 x 10 3/8 inches for all 4 x 10 inch and smaller size film, if any are exposed. Do not use larger size jackets for these films. Place individual identifying data parallel with and no lower than 1 1/4 inches below the front open end of the jacket. Do not enter data in the preprinted space provided on the jacket.

Enclose all film larger than 4 x 10 inches in 14 1/2 x 17 1/2 inch jackets. However, if 14 1/2 x 17 1/2 inch jackets

are not available, use envelopes of the same size. Place the individual's SSN, name, grade/rate, and branch of service (Navy, Marine Corps, Army, Air Force, etc.) in the space provided in the upper left corner of the 14 1/2 x 17 1/2 inch jackets. If the envelopes are used, fold the flap so that the glued surface does not come in contact with the film. Place the individual's identifying data in the upper left corner parallel with the front top edge of the envelope.

Use General Services Administration standard cartons, NSN 8115-00-290-3386 (18" x 15" x 5 1/2") when shipping records such as x-ray film. Reinforce the corners of shipping cartons or packages with pressure sensitive, water resistant tape. Use NSN 8135-00-297-6656 (360 foot roll, 3 inches wide). Ship accumulations of films directly to NPRC (CPR). Do not prepare SF 135. Prior approval of the records center for shipment of entrance and separation x-rays is not required. Show the complete return address of the activity on all cartons or packages of x-ray films shipped to the records center. Prior to shipment, exclude all medical (diagnostic) x-rays incident to patient care covered under SSIC 6470.2.

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

a. Entrance Dental X-Rays (Panoramic/Full Mouth X-rays).

Label films as entrance x-rays and file in individual's dental health care treatment record.

b. Entrance and Separation X-Rays (as Prescribed by MANMED, Chapter 15). Entrance x-rays consist of chest x-rays exposed in conducting the medical examination preliminary to an individual's entry into or reenlistment for extended active military service in either an officer or enlisted status which include applicants accepted for reserve or regular enlistment for extended active duty for training, including applicants for aviation cadet training, officer candidate school, and flying service on enlisted status; applicants accepted for appointments as officers and Navy cadets; members of the reserve ordered to active duty for training or extended active duty under the Reserve Forces Act, as amended; former members who reenlist for additional periods of extended active duty; and students and graduates of officer candidate school. Separation x-rays (vice radiology records) consist of chest and other x-rays made as part of the medical examination for release or discharge from extended active military service for all military personnel.

Transfer to NPRC (CPR) weekly or monthly, depending on the rate of accumulation. (See Note

for shipping instructions.) Do not hold x-rays longer than 3 months in addition to the accumulating month. Ship the films in weekly or monthly increments with the oldest week or month transferred first. Transfer x-rays in straight alphabetic or numeric (film number) order. Exception: Separation x-ray of military personnel may be retained locally until the individual has been separated or retired then shipped per procedures set forth above.

c. Military Service Academies. X-rays of candidates taken as a part of the entrance physical examination.

(1) Accepted candidates.

Forward to cognizant academy.

(2) Rejected candidates.

Destroy when 5 years old. Dispose of by salvaging.

d. Disability Separation X-Rays. X-rays for active duty military patients transferred to the VA incident to disability separation.

Transfer to cognizant VA hospital.

e. X-Rays of Rejected Applicants for Military Service.

(1) By reason of pulmonary tuberculosis.

Offer to state public health agency of applicant's home state. Dispose by salvaging if state health officer considers the x-ray report sufficient and does not desire the film.

(2) For medical reasons other than diseases of the chest.

Dispose by salvaging when findings are entered on the physical examination form.

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

a. Medical X-Rays. All patient categories except entrance and separation x-rays of military personnel and x-rays of foreign personnel (military and other) and their dependents covered in par. 6470.2b. X-rays are maintained in terminal digit-SSN filing order in color-coded medical x-ray film jackets (including finding (alphabetic cross reference) media, index cards, pertinent sections of x-ray logs, etc.).

Destroy by salvaging when 5 years old. Destroy related cross reference media at the same time. If space is not available locally, transfer inactive jackets and related finding media to the nearest FRC for interim storage and disposal. Transfer x-rays in terminal digit-SSN filing order; finding media in alphabetic order.

b. Medical X-Rays of Foreign Personnel. Films of foreign personnel (military and other) and their dependents.

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

c. Dental X-Rays. X-rays for all patient categories except entrance x-rays of military personnel.

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

d. Unidentified Medical and Dental X-Rays. Films that cannot be identified with patients to whom they pertain.

Destroy immediately by salvaging, if economically feasible.

e. Baseline Mammogram X-Rays. Baseline mammograms for all patient categories.

Transfer with patient to new military medical treatment facility with patient's medical records. Retire to NPRC-CPR when record becomes inactive (ordinarily this occurs when 8 years old). Destroy when 40 years old. (NI-NU-95-3)

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

a. Negative X-Rays.

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

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

Transfer in numerical (terminal digit-SSN) order

together with related finding media in alphabetic order to NPRC (CPR), 111 Winnebago St., St. Louis, MO 63118, in annual shipments. Include x-rays of civilian employees separated from the naval service over 30 days. If separation date is unknown, transfer 2 years from the date of last x-ray examination. Destroy when 75 years old. (N1-NU-94-2 pending)

4. **RADIOISOTOPE RECORDS.** Copies of dosage records, scan sheets, tracings, consultation reports, and similar records accumulated by medical department facilities having diagnostic/therapeutic radioisotope services.

Destroy when 5 years old.

a. **License Applications.** Radioisotopes/by-product materials (such as AEC Form 313 and related documents).

Destroy 5 years after expiration of license.

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

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

c. **Radioactive Material - Accident, Theft, and Loss Reports.** Copies of messages, forms, correspondence, and related records documenting accidents, thefts, and loss of radioactive material and/or release into the environment reported by medical department facilities.

Destroy when 5 years old or investigative and corrective actions have been completed, whichever is later.

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

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

Destroy when 2 years old.

b. **Dosimetry Film.** Processed photodosimetry film and related film logs, worksheets, etc.

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

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

(1) Copies of records maintained by ships and stations.

Destroy when 2 years old.

(2) Files maintained by BUMED.

Destroy when 75 years old.

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

Apply SSIC 6470.5c.

e. **Radiation Exposure Reports.** Summary reports of personnel and related exposure data, including periodic and situational reports such as MED 6470-1 (Personnel Exposure to Ionizing Radiation), together with related forms, worksheets, and supporting files and records. Include DD 1141s (Record of Occupational Exposure to Ionizing Radiation) that are not maintained in individual Medical Record.

Retire to nearest FRC 1 year after termination of project or individual's transfer from site/activity.  
Destroy when 75 years old.

#### SSIC 6500

### RESEARCH RECORDS

1. **MEDICAL AND DENTAL RESEARCH AND DEVELOPMENT PROJECT FILES.** Files consisting of a complete history of each approved project/task from initiation through the research, development, test and evaluation process to completion or termination with

original manuscripts of technical reports and supportive records.

a. Accumulated by the Activity/Project Office having Primary Responsibility for the R&D Effort.

(1) Preliminary, interim, and final reports.

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

(2) Supporting records (excluding reports).

Transfer to nearest FRC when 5 years old. Destroy when 10 years old.

b. Research Proposals. Health care research projects and contracts received from individuals, commercial firms, private institutions, and others.

(1) Approved proposals solicited and unsolicited.

Incorporate with the supporting project records. Apply SSIC 6500.la(2).

(2) Disapproved proposals.

Destroy when 5 years old.

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

Destroy when 5 years old or on completion/termination of project, whichever is later.

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

a. Preliminary, Interim, and Final Reports.

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

b. Project Files (Excluding Reports).

Transfer to nearest FRC when 5 years old. Destroy when 10 years old.

c. Disapproved and Terminated Projects.

Apply SSIC 6500.2b.

SSIC 6600-6699

DENTISTRY RECORDS

THE RECORDS IN THIS (6600-6699) SERIES ARE RELATED TO GENERAL DENTISTRY RECORDS AND INCLUDE PROFESSIONAL SERVICE, TREATMENT, PROSTHETIC DENTISTRY, ORAL SURGERY, OPERATIVE DENTISTRY, PERIODONTIA, AND DENTAL SPECIALTIES RECORDS.

SSIC 6600

GENERAL DENTISTRY RECORDS

1. DAILY DENTAL SERVICE RECORDS.

Documentation by dental officers of procedures and services accomplished and used to complete dental service reports.

Destroy when 2 years old.

2. DENTAL SERVICE REPORTS.

a. Quarterly Dental Statistical Reports at BUMED.

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

b. Quarterly Dental Statistical Reports at Dental Field Activities.

Destroy when 2 years old.

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

Apply SSIC 6000.1b.

4. DENTAL METALS. Issue records, statements, and inventories of precious and special dental metals.

Destroy when 2 years old.

5. PROSTHODONTICS WORK REQUESTS AND PRESCRIPTIONS. Records of dental prostheses fabricated and metals used. Records are maintained alphabetically by patient name.

Destroy when 2 years old.

SSIC 6700-6899

EQUIPMENT AND SUPPLIES RECORDS

THE RECORDS IN THIS (6700-6899) SERIES ARE RELATED TO GENERAL EQUIPMENT AND SUPPLIES RECORDS AND INCLUDE DRUGS, CHEMICALS, AND BIOLOGICALS; SURGICAL DRESSINGS; SURGICAL AND DIAGNOSTIC; LABORATORY AND PHARMACY; DENTAL; X-RAY; HOSPITAL; FIELD (MEDICAL KITS AND ASSEMBLIES); OCCUPATIONAL THERAPY; ORTHOPEDIC; OPTICAL; AND TEXTBOOKS AND JOURNALS RECORDS.

SSIC 6700

GENERAL EQUIPMENT AND SUPPLIES RECORDS

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

Destroy when 5 years old.

2. **IONIZING RADIATION EQUIPMENT.** Surveys of equipment, including evaluations of shielding, safety procedures, discrepancies, recommendations, etc., including copies of reports, forms, worksheets, letters, memoranda, and similar non-record materials documenting the formal survey program accumulated by medical department facilities.

Destroy when 5 years old or discrepancies are corrected, whichever is earlier.

3. **EQUIPMENT MAINTENANCE AND REPAIR RECORDS.** Files maintained at BUMED activities and medical and dental departments of the operating forces consisting of forms, reports, and related records documenting administration and operation of medical/dental equipment and repair facilities in the Navy.

Destroy when 5 years old.

a. Equipment Maintenance Work Orders, Work Management, and Control Records. Files and records documenting frequency of servicing/down-time of individual equipment items, personnel assigned

servicing-repair duties, man-hours expended, costs generated, etc.

Destroy when 5 years old.

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

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

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

a. BUMED Activities.

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

b. Master Transaction Tapes at the Naval Medical Logistics Command, Ft. Detrick, MD.

Retain on board. Destroy when 5 years old.

5. **OTHER EQUIPMENT AND SUPPLY RECORDS.** Copies of supply workload summaries, shelf life records, excess and surplus equipment and supply records (such as SF 120), material improvement, complaint records (such as SF 380), credit plans, and similar records at medical/dental treatment facilities.

Destroy when 2 years old or disposition action has been completed, whichever is earlier.

6. **AUTHORIZED MEDICAL/DENTAL ALLOWANCE LISTS (AMAL/ADAL).** Including master listings, deficiency reports and change worksheets.

a. Master data base tapes at Naval Medical Logistics Command used to generate AMAL/ADAL.

Destroy 2 years after issuance of current AMAL/ADAL.

b. Copies of AMAL/ADAL and associated supporting records maintained by Navy and Marine

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**Corps Units.**

**Destroy when superseded or no longer needed for  
reference purposes.**