

## Request for Records Disposition Authority

Records Schedule Number      **DAA-NU-2015-0006**  
Schedule Status                 **Modified Approved Version**

Agency or Establishment        **Department of the Navy**  
Record Group / Scheduling Group **Navy Undifferentiated**  
Records Schedule applies to    **Agency-wide**  
Schedule Subject                 **Medicine and Dentistry**  
Internal agency concurrences will be provided    **No**

Background Information            **Department of the Navy Records Schedule 2015 revision - Chapter 6**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>36</b>	<b>3</b>	<b>33</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-NU-2015-0006

Sequence Number	
1	<b>Chapter 6 - Medicine and Dentistry</b>
1 1	6000-1 Policy, Strategy, and Planning Disposition Authority Number DAA-NU-2015-0006-0001
1 2	6000-2 Health Care Treatment - master Disposition Authority Number DAA-NU-2015-0006-0002
1 3	6000-3 Medical Research - reports Disposition Authority Number DAA-NU-2015-0006-0003
1 4	6000-4 Medical Treatment Disposition Authority Number DAA-NU-2015-0006-0004
1 5	6000-5 Industrial Hygiene Program Disposition Authority Number DAA-NU-2015-0006-0005
1 6	6000-6 Radiation Exposure Reports Disposition Authority Number DAA-NU-2015-0006-0006
1 7	6000-7 Aviation Physical Examinations Disposition Authority Number DAA-NU-2015-0006-0007
1 8	6000-8 Subordinate Command Policy - Medicine and Dentistry Disposition Authority Number DAA-NU-2015-0006-0008
1 9	6000-9 Event Logs and Patient Registers Disposition Authority Number DAA-NU-2015-0006-0009
1 10	6000-10 Diving and Hyperbaric Medical Treatment Disposition Authority Number DAA-NU-2015-0006-0010
1 11	6000-11 Tissue Exam Results Disposition Authority Number DAA-NU-2015-0006-0011
1 12	6000-12 Oncology Radiological Film and Results Disposition Authority Number DAA-NU-2015-0006-0012
1 13	6000-13 Dental Service Quarterly Reports Disposition Authority Number DAA-NU-2015-0006-0013
1 14	6000-14 Medical Personnel Training Disposition Authority Number DAA-NU-2015-0006-0014
1 15	6000-15 Chronic Obesity Case Files Disposition Authority Number DAA-NU-2015-0006-0015
1 16	6000-16 Medical Research - Project Case Files Disposition Authority Number DAA-NU-2015-0006-0016
1 17	6000-17 Laboratory Logs and Reports Disposition Authority Number DAA-NU-2015-0006-0017

1 18	6000-18 Submarine and Diving Medicine Disposition Authority Number DAA-NU-2015-0006-0018
1 19	6000-19 Health Care Administration and Management Disposition Authority Number DAA-NU-2015-0006-0019
1 20	6000-20 Joint Commission on Accreditation of Healthcare (JCAHO) Survey Disposition Authority Number DAA-NU-2015-0006-0020
1 21	6000-21 Medical Treatment - Midshipmen Disposition Authority Number DAA-NU-2015-0006-0021
1 22	6000-22 Medical Treatment - Vision Disposition Authority Number DAA-NU-2015-0006-0022
1 23	6000-23 Radiological Film and Results Disposition Authority Number DAA-NU-2015-0006-0023
1 24	6000-24 Medical Equipment Disposition Authority Number DAA-NU-2015-0006-0024
1 25	6000-25 Communicable Disease Case Files Disposition Authority Number DAA-NU-2015-0006-0025
1 26	6000-26 Psychiatry and Clinical Psychology Case Files Disposition Authority Number DAA-NU-2015-0006-0026
1 27	6000-27 Physical Readiness Test Analysis Disposition Authority Number DAA-NU-2015-0006-0027
1 28	6000-28 General Correspondence (Medicine and Dentistry) Disposition Authority Number DAA-NU-2015-0006-0028
1 29	6000-29 General Operations of Medicine and Dentistry Programs Disposition Authority Number DAA-NU-2015-0006-0029
1 30	6000-30 Treatment - Dental and Vision Disposition Authority Number DAA-NU-2015-0006-0030
1 31	6000-31 Dosimetry Film Disposition Authority Number DAA-NU-2015-0006-0031
1 32	6000-32 Treatment - Non-federal Facilities Disposition Authority Number DAA-NU-2015-0006-0032
1 33	6000-33 Transient Records Disposition Authority Number DAA-NU-2015-0006-0033
1 34	6000-34 Medical Examination Reference Disposition Authority Number DAA-NU-2015-0006-0034
1 35	6000-35 Tumor Registries Disposition Authority Number DAA-NU-2015-0006-0035
1 36	6000-36 Isotope and By-product Inventory Disposition Authority Number DAA-NU-2015-0006-0036

Records Schedule Items

Sequence Number					
1	<p><b>Chapter 6 - Medicine and Dentistry</b> 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</p>				
1 1	<p><b>6000-1 Policy, Strategy, and Planning</b> Disposition Authority Number      <b>DAA-NU-2015-0006-0001</b></p> <p>Information relating to the establishment, development and accomplishment of plans, programs and policies related to U S Navy and U S Marine Corps Medicine and Dentistry. Records maintained by BUMED (Headquarters (HQ) Medical and Dental Program and Planning Records)</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td><b>6000-1</b></td> <td><b>SECNAV M-5210 1</b></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>NC1-NU-81-2 / 6000/1/A/1 NC1-NU-81-2 / 6000/1/B/1</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cutoff at end of calendar year</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 25 year(s) after cutoff</b></p> <p><b>Additional Information</b></p>	Manual Citation	Manual Title	<b>6000-1</b>	<b>SECNAV M-5210 1</b>
Manual Citation	Manual Title				
<b>6000-1</b>	<b>SECNAV M-5210 1</b>				

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
 This schedule revision supersedes various Navy schedules

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	25 GB	10 GB
Paper	50 Cubic feet	5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1 2

**6000-2 Health Care Treatment - master**

Disposition Authority Number **DAA-NU-2015-0006-0002**

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

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
6000-2	SECNAV M-5210 1

GRS or Superseded Authority Citation **NC1-NU-81-2 / 6150/1**

Disposition Instruction

**Cutoff Instruction** Cutoff upon separation of service member

**Transfer to Inactive Storage** For Navy Service members All medical and dental department, Battalion Aid Stations (BAS), Regimental Aid Stations (RAS), military treatment facilities (MTFs), Navy Operational Support Centers (NOSCs), Navy Recruiting Districts (NRDs), and operational and remote forces must mail the STR at terminal leave or no later than 5 days after a Navy member's separation/retirement date All Navy MTFs, Branch Health Clinics and NOSCs must send STRs using the Scanning Contractor Manifest Process All operational platforms, NRDs, remote units, and Service members in possession of the STR shall mail records to the Navy Medicine Records Activity (NMRA) at the following address Navy Medicine Records Activity (NMRA) 4300 Goodfellow Blvd, Bldg 103 St Louis, MO 63120 For U S Marine Corps Service members Must submit the STR via their personnel system centric automated STR tracker Remote units and Service members in possession of the STR shall mail the records to the Marine Corps Central Cell at the following address Manpower & Reserve Affairs ATTN STRRCC 3280 Russell Rd Quantico, VA 22134-5103

**Transfer to the National Archives for Accessioning** Transfer to the National Archives 62 year(s) after cutoff

**Additional Information**

**What will be the date span of the initial transfer of records to the National Archives?** Unknown  
This schedule revision supersedes various Navy schedules Initial transfer under new schedule is undetermined

**How frequently will your agency transfer these records to the National Archives?** Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	200 GB	50 GB
Paper	100 Cubic feet	10 Cubic feet
Microform		

13

Hardcopy or Analog Special Media		
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**6000-3 Medical Research - reports**

Disposition Authority Number **DAA-NU-2015-0006-0003**

**Preliminary, interim and final reports of medical research conducted by DON activities Includes medical and dental research and development and clinical investigations drug projects**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
<b>6000-3</b>	<b>SECNAV M-5210 1</b>

GRS or Superseded Authority Citation **NC1-NU-81-2 / 6500/1/A/1  
NC1-NU-81-2 / 6500/2/A**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of Calendar year**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
This schedule revision supersedes various Navy schedules Initial transfer under new schedule is unknown**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>	<b>25 GB</b>	<b>5 GB</b>
<b>Paper</b>	<b>25 Cubic feet</b>	<b>5 Cubic feet</b>

Microform		
Hardcopy or Analog Special Media		

1 4

**6000-4 Medical Treatment**

Disposition Authority Number **DAA-NU-2015-0006-0004**

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 Includes inpatient and outpatient treatment records, ambulatory procedure visit, and fetal monitoring strip records

Final Disposition **Temporary**

Item Status **Inactive**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
<b>6000-4</b>	<b>SECNAV M-5210 1</b>

Inactive Status Explanation **Records under this item are covered by Department of Defense agency-wide schedule N1-0330-01-002 (Military Medical Treatment Facilities)**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of calendar year of last treatment**

Transfer to Inactive Storage **Transfer to NPRC as follows Teaching facility 5 years after the cutoff date Medical treatment facility 1 year after cutoff date Non-fix medical treatment facility 1 year after the cutoff date or closure of the facility whichever is earlier**

Retention Period **Destroy 75 year(s) after cutoff**

Additional Information



1 5

GAO Approval **Not Required**

**6000-5 Industrial Hygiene Program**

Disposition Authority Number **DAA-NU-2015-0006-0005**

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

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
6000-5	SECNAV M-5210 1

GRS or Superseded Authority Citation **NC1-NU-81-2 / 6200/2/A**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of calendar year of last treatment**

Retention Period **Destroy 75 year(s) after cutoff**

**Additional Information**

GAO Approval **Not Required**

1 6

**6000-6 Radiation Exposure Reports**

Disposition Authority Number **DAA-NU-2015-0006-0006**

Information documenting exposure of individuals to external radiation, includes Individual Exposure Reports Information 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 Radiation Exposure Reports Summary reports of personnel and related

exposure data, including periodic and situational reports such as Personnel Exposure to Ionizing Radiation reports and supporting forms, worksheets, files, records, and DD Form 1141

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
6000-6	SECNAV M-5210 1

GRS or Superseded Authority Citation NC1-NU-81-2 / 6470/5/C/2  
N1-NU-95-2 / 1

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year after termination of the project or individual's transfer from site/activity

Retention Period Destroy 75 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

**6000-7 Aviation Physical Examinations**

Disposition Authority Number DAA-NU-2015-0006-0007

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

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title

17

	6000-7	SECNAV M-5210 1
	GRS or Superseded Authority Citation	NC1-NU-81-2 / 6410/1
	Disposition Instruction	
	Retention Period	Destroy 30 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1 8	<b>6000-8 Subordinate Command Policy - Medicine and Dentistry</b>	
	Disposition Authority Number	DAA-NU-2015-0006-0008
	<b>Implementing directives and instructions issued or maintained by subordinate commands</b>	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Manual Citation	Manual Title
	6000-8	SECNAV M-5210 1
	GRS or Superseded Authority Citation	NC1-NU-81-2 / 6000/1/C/1
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of calendar year
	Retention Period	Destroy 25 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
1 9	<b>6000-9 Event Logs and Patient Registers</b>	
	Disposition Authority Number	DAA-NU-2015-0006-0009
	<b>Logs and registers for Navy and Marine Corps medical facility activities</b>	
	<b>Chronological records of events such as damage, destruction/loss of medical department property, medical department OOD logs and journals maintained for operating units, register of patients and emergency room logs</b>	

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
6000-9	SECNAV M-5210 1

GRS or Superseded Authority Citation NC1-NU-81-2 / 6010/1/F/1/A  
NC1-NU-81-2 / 6010/1/F/2/A  
NC1-NU-81-2 / 6010/2/H/1  
NC1-NU-81-2 / 6320/2

**Disposition Instruction**

Retention Period Destroy 25 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

6000-10 Diving and Hyperbaric Medical Treatment

Disposition Authority Number DAA-NU-2015-0006-0010

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

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
6000-10	SECNAV M-5210 1

GRS or Superseded Authority Citation NC1-NU-81-2 / 6420/1

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**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year  
Retention Period Destroy 25 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

**6000-11 Tissue Exam Results**

Disposition Authority Number DAA-NU-2015-0006-0011

**Tissue examinations**

Final Disposition Temporary  
Item Status Active  
Is this item media neutral? Yes  
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
6000-11	SECNAV M-5210 1

GRS or Superseded Authority Citation NC1-NU-81-2 / 6320/6/A/1

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year  
Retention Period Destroy 15 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

**6000-12 Oncology Radiological Film and Results**

Disposition Authority Number DAA-NU-2015-0006-0012

**Diagnostic X rays taken incident to examination, care, and treatment of oncology patients on an inpatient and outpatient status**

Final Disposition Temporary  
Item Status Active  
Is this item media neutral? Yes  
Do any of the records covered by this item currently exist in

1 12

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
6000-12	SECNAV M-5210 1

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of calendar year of last medical treatment**

Retention Period **Destroy 15 year(s) after cutoff**

**Additional Information**

GAO Approval **Not Required**

**6000-13 Dental Service Quarterly Reports**

Disposition Authority Number **DAA-NU-2015-0006-0013**

**Quarterly dental statistical reports at BUMED**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
6000-13	SECNAV M-5210 1

GRS or Superseded Authority Citation **NC1-NU-81-2 / 6600/2/A**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of calendar year**

Retention Period **Destroy 15 year(s) after cutoff**

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**Additional Information**

GAO Approval **Not Required**

**6000-14 Medical Personnel Training**

Disposition Authority Number **DAA-NU-2015-0006-0014**

**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**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
<b>6000-14</b>	<b>SECNAV M-5210 1</b>

GRS or Superseded Authority Citation **NC1-NU-81-2 / 6010/1/G/1**

**Disposition Instruction**

Cutoff Instruction **Cutoff at separation of service members**

Retention Period **Destroy 10 year(s) after cutoff**

**Additional Information**

GAO Approval **Not Required**

1 15

**6000-15 Chronic Obesity Case Files**

Disposition Authority Number **DAA-NU-2015-0006-0015**

**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**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
6000-15	SECNAV M-5210 1

GRS or Superseded Authority Citation **N1-NU-92-12 / 5**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of calendar year**  
Retention Period **Destroy 10 year(s) after cutoff**

**Additional Information**

GAO Approval **Not Required**

**6000-16 Medical Research - Project Case Files**

Disposition Authority Number **DAA-NU-2015-0006-0016**

**Case 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**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
6000-16	SECNAV M-5210 1

GRS or Superseded Authority Citation **NC1-NU-81-2 / 6500/1/A/2  
NC1-NU-81-2 / 6500/1/B/2  
NC1-NU-81-2 / 6500/1/C  
NC1-NU-81-2 / 6500/2/B**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of calendar year**

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Retention Period Destroy 10 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

**6000-17 Laboratory Logs and Reports**

Disposition Authority Number DAA-NU-2015-0006-0017

**Logs and reports from pathology and clinical laboratories**

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
6000-17	SECNAV M-5210 1

GRS or Superseded Authority Citation  
 NC1-NU-81-2 / 6320/1/B  
 NC1-NU-81-2 / 6320/6/F  
 NC1-NU-81-2 / 6320/6/G/2/C  
 NC1-NU-81-2 / 6320/6/G/2/D  
 NC1-NU-81-2 / 6320/6/H

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year

Retention Period Destroy 10 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

1 18

**6000-18 Submarine and Diving Medicine**

Disposition Authority Number DAA-NU-2015-0006-0018

**Navy Experimental Diving Unit General Correspondence Files**

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

electronic format(s) other than e-mail and word processing?

Manual Citation	Manual Title
6000-18	SECNAV M-5210 1

GRS or Superseded Authority Citation NC1-NU-81-2 / 6420/3

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year

Retention Period Destroy 7 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

**6000-19 Health Care Administration and Management**

Disposition Authority Number DAA-NU-2015-0006-0019

Information relating to the overall administration of health care facilities Includes, but not limited to, housekeeping, linen, laundry and food management, personnel professional development, medical care evaluation/quality assurance program, and inpatient/outpatient workload and morbidity reports

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
6000-19	SECNAV M-5210 1

GRS or Superseded Authority Citation  
 NC1-NU-81-2 / 6010/1/D  
 NC1-NU-81-2 / 6010/1/E  
 NC1-NU-81-2 / 6010/1/G/2  
 NC1-NU-81-2 / 6010/2/E  
 NC1-NU-81-2 / 6010/2/F/2

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year

Retention Period Destroy 5 year(s) after cutoff

1 19

1 20	<b>Additional Information</b>				
	GAO Approval	Not Required			
	<b>6000-20 Joint Commission on Accreditation of Healthcare (JCAHO) Survey</b>				
	Disposition Authority Number	DAA-NU-2015-0006-0020			
	<b>Hospital Accreditation (JCAHO) Survey Files Applications for survey, JCAHO reports of survey, and related correspondence</b>				
	Final Disposition	Temporary			
	Item Status	Active			
	Is this item media neutral?	Yes			
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No			
	<table border="1"> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> <tr> <td>6000-20</td> <td>SECNAV M-5210 1</td> </tr> </table>		Manual Citation	Manual Title	6000-20
Manual Citation	Manual Title				
6000-20	SECNAV M-5210 1				
1 21	GRS or Superseded Authority Citation	NC1-NU-81-2 / 6010/1/C			
	<b>Disposition Instruction</b>				
	Cutoff Instruction	Cutoff at end of calendar year			
	Retention Period	Destroy 5 year(s) after cutoff			
	<b>Additional Information</b>				
	GAO Approval	Not Required			
	<b>6000-21 Medical Treatment - Midshipmen</b>				
	Disposition Authority Number	DAA-NU-2015-0006-0021			
	<b>Treatment jackets provided military academy midshipmen who do not enter active duty</b>				
	Final Disposition	Temporary			
Item Status	Active				
Is this item media neutral?	Yes				
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
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Manual Citation	Manual Title				

6000-21	SECNAV M-5210 1
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**Disposition Instruction**

Cutoff Instruction                      Cutoff at separation of individual  
Retention Period                        Destroy 5 year(s) after cutoff

**Additional Information**

GAO Approval                            Not Required

1 22

**6000-22 Medical Treatment - Vision**

Disposition Authority Number        DAA-NU-2015-0006-0022

Information accumulated by medical activities, hospitals, and branch clinics incident to the practice of occupational optometry

Final Disposition                        Temporary

Item Status                                Active

Is this item media neutral?            Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        No

Manual Citation	Manual Title
6000-22	SECNAV M-5210 1

GRS or Superseded Authority Citation        NC1-NU-81-2 / 6320/10/B

**Disposition Instruction**

Cutoff Instruction                        Cutoff at end of calendar year  
Retention Period                        Destroy 5 year(s) after cutoff

**Additional Information**

GAO Approval                            Not Required

1 23

**6000-23 Radiological Film and Results**

Disposition Authority Number        DAA-NU-2015-0006-0023

Radiological film and results for entrance and separation X-Rays of military personnel, diagnostic X-Ray film of military and civilian personnel, and information relating to radioisotope procedures

Final Disposition                        Temporary

Item Status **Active**  
 Is this item media neutral? **Yes**  
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**  
 Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
6000-23	SECNAV M-5210 1

GRS or Superseded Authority Citation **NC1-NU-81-2 / 6470/2/A/2  
 NC1-NU-81-2 / 6470/3/A  
 NC1-NU-81-2 / 6470/4  
 NC1-NU-81-2 / 6470/4/A  
 NC1-NU-81-2 / 6470/4/C**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of calendar year of last film**  
 Retention Period **Destroy 5 year(s) after cutoff**

**Additional Information**

GAO Approval **Not Required**

**6000-24 Medical Equipment**

Disposition Authority Number **DAA-NU-2015-0006-0024**

**Information relating to the management of medical equipment Includes, but not limited to, equipment inventory, ionizing radiation equipment, equipment maintenance and repair, and local purchase**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
6000-24	SECNAV M-5210 1

1 24

1 25

GRS or Superseded Authority Citation NC1-NU-81-2 / 6700/1  
NC1-NU-81-2 / 6700/2  
NC1-NU-81-2 / 6700/3  
NC1-NU-81-2 / 6700/3/A  
NC1-NU-81-2 / 6700/3/B  
NC1-NU-81-2 / 6700/4/A

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year  
Retention Period Destroy 5 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

**6000-25 Communicable Disease Case Files**

Disposition Authority Number DAA-NU-2015-0006-0025

Information documenting control/prevention of communicable diseases maintained for reporting to cognizant military, federal, or state/local health authorities

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
6000-25	SECNAV M-5210 1

GRS or Superseded Authority Citation NC1-NU-81-2 / 6200/1/A

**Disposition Instruction**

Cutoff Instruction Cutoff at case closure  
Retention Period Destroy 5 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

1 26

**6000-26 Psychiatry and Clinical Psychology Case Files**

Disposition Authority Number DAA-NU-2015-0006-0026

Information related to conducting psychological evaluations of individuals, and other consultations relating to mental health services, including social work case records (information related to interviews of patients and appropriate individuals to assist in the adjustment of the patient and in the evaluation of personal and social data for diagnosis and treatment)

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
6000-26	SECNAV M-5210 1

**Disposition Instruction**

Cutoff Instruction Cut off after the end of the calendar year the case is closed or when a minor child reaches 23 years old

Retention Period Destroy 5 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

6000-27 Physical Readiness Test Analysis

Disposition Authority Number DAA-NU-2015-0006-0027

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

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
6000-27	SECNAV M-5210 1

1 27

1 28

GRS or Superseded Authority Citation N1-NU-96-1 / 2  
N1-NU-96-1 / 3

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year

Retention Period Destroy 5 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

**6000-28 General Correspondence (Medicine and Dentistry)**

Disposition Authority Number DAA-NU-2015-0006-0028

**Information accumulated in connection with the routine, day-to-day, administration and operation of Navy and Marine Corps medical programs**

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
6000-28	SECNAV M-5210 1

1 29

GRS or Superseded Authority Citation NC1-NU-81-2 / 6000/1/A/2  
NC1-NU-81-2 / 6000/1/B/2  
NC1-NU-81-2 / 6000/1/C/2  
NC1-NU-81-2 / 6010/1/B

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year

Retention Period Destroy 3 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

**6000-29 General Operations of Medicine and Dentistry Programs**

Disposition Authority Number DAA-NU-2015-0006-0029

**Information relating to the daily operations of Navy and Marine Corps medical programs Includes, but not limited to, medical and dental officer of the day**



(OOD) logs, patient care morning reports, risk management reports, ward reports, physical, chemical, and bacteriological examinations of food and water, blood donor forms and ledgers, prescription formularies and drug lists (reference), pharmacy inventory, workload statistics, surgery operations schedules, quarterly dental statistical reports, and dental metal statements and inventory

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
6000-29	SECNAV M-5210 1

GRS or Superseded Authority Citation

NC1-NU-81-2 / 6010/1/A  
 NC1-NU-81-2 / 6010/1/F/1/B  
 NC1-NU-81-2 / 6010/1/F/2/B  
 NC1-NU-81-2 / 6010/2/A  
 NC1-NU-81-2 / 6010/2/B  
 NC1-NU-81-2 / 6010/2/C  
 NC1-NU-81-2 / 6010/2/F/1/A  
 NC1-NU-81-2 / 6010/2/I  
 NC1-NU-81-2 / 6320/1/A  
 NC1-NU-81-2 / 6320/4/A  
 NC1-NU-81-2 / 6320/5/B  
 NC1-NU-81-2 / 6320/6/E  
 NC1-NU-81-2 / 6320/6/G/1/A  
 NC1-NU-81-2 / 6320/6/G/2/E  
 NC1-NU-81-2 / 6320/6/I  
 N1-NU-87-2 / 1  
 N1-NU-87-2 / 2  
 N1-NU-87-2 / 3  
 NC1-NU-81-2 / 6320/8/A  
 NC1-NU-81-2 / 6320/9  
 NC1-NU-81-2 / 6600/1  
 NC1-NU-81-2 / 6600/2/B  
 NC1-NU-81-2 / 6600/4  
 NC1-NU-81-2 / 6600/5  
 NC1-NU-81-2 / 6700/4/A  
 NC1-NU-81-2 / 6700/5  
 N1-NU-92-8 / 1

1 30

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year

Retention Period Destroy 3 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

**6000-30 Treatment - Dental and Vision**

Disposition Authority Number DAA-NU-2015-0006-0030

**Treatment records for dental examinations and treatment, and eyewear prescriptions**

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
6000-30	SECNAV M-5210 1

GRS or Superseded Authority Citation NC1-NU-81-2 / 6320/10/A

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year

Retention Period Destroy 3 year(s) after cutoff

**Additional Information**

GAO Approval Not Required

1 31

**6000-31 Dosimetry Film**

Disposition Authority Number DAA-NU-2015-0006-0031

**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, logs, and listings**

Final Disposition Temporary

Item Status Active

Is this item media neutral? **Yes**  
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**  
 Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
6000-31	SECNAV M-5210 1

GRS or Superseded Authority Citation **NC1-NU-81-2 / 6470/5/A  
NC1-NU-81-2 / 6470/5/B/1**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of calendar year**  
 Retention Period **Destroy 2 year(s) after cutoff**

**Additional Information**

GAO Approval **Not Required**

**6000-32 Treatment - Non-federal Facilities**

Disposition Authority Number **DAA-NU-2015-0006-0032**

**Case files documenting diagnosis, circumstances and use, etc**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
6000-32	SECNAV M-5210 1

GRS or Superseded Authority Citation **NC1-NU-81-2 / 6010/2/D**

**Disposition Instruction**

Cutoff Instruction **Cutoff at final settlement of claim**  
 Retention Period **Destroy 2 year(s) after cutoff**

1 32

1 33	<b>Additional Information</b>				
	GAO Approval	Not Required			
	<b>6000-33 Transient Records</b>				
	Disposition Authority Number	DAA-NU-2015-0006-0033			
	Information related to Navy and Marine Corps medical programs that has minimal or no documentary or evidential value				
	Final Disposition	Temporary			
	Item Status	Active			
	Is this item media neutral?	Yes			
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No			
	<table border="1"> <thead> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> </thead> <tbody> <tr> <td>6000-33</td> <td>SECNAV M-5210 1</td> </tr> </tbody> </table>		Manual Citation	Manual Title	6000-33
Manual Citation	Manual Title				
6000-33	SECNAV M-5210 1				
1 34	GRS or Superseded Authority Citation	NC1-NU-81-2 / 6200/1/B NC1-NU-81-2 / 6320/6/G/1/B NC1-NU-81-2 / 6320/6/G/1/C NC1-NU-81-2 / 6320/6/G/1/D			
	<b>Disposition Instruction</b>				
	Retention Period	Destroy when 6 months old			
	<b>Additional Information</b>				
	GAO Approval	Not Required			
	<b>6000-34 Medical Examination Reference</b>				
	Disposition Authority Number	DAA-NU-2015-0006-0034			
	Information used only for reference during medical exams Includes, but not limited to, nursing care plans, interim reports of laboratory information systems, diagnostic x-rays of rejected military service candidates, and unidentified x-ray results				
	Final Disposition	Temporary			
	Item Status	Active			
Is this item media neutral?	Yes				
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes				

Do any of the records covered by this item exist as structured electronic data? **No**

Manual Citation	Manual Title
<b>6000-34</b>	<b>SECNAV M-5210 1</b>

GRS or Superseded Authority Citation **NC1-NU-81-2 / 6320/5/A  
NC1-NU-81-2 / 6320/6/G/2/A  
NC1-NU-81-2 / 6470/2/B  
NC1-NU-81-2 / 6470/2/C**

**Disposition Instruction**

Cutoff Instruction **Cutoff when patient is discharged or following patient's treatment**

Retention Period **Destroy immediately after cutoff**

**Additional Information**

GAO Approval **Not Required**

**6000-35 Tumor Registries**

Disposition Authority Number **DAA-NU-2015-0006-0035**

**Registries maintained at hospitals and medical activities conducting cancer programs**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
<b>6000-35</b>	<b>SECNAV M-5210 1</b>

GRS or Superseded Authority Citation **NC1-NU-81-2 / 6320/6/B**

**Disposition Instruction**

Retention Period **Destroy when activity is disestablished**

**Additional Information**

1 35

1 36

GAO Approval Not Required

**6000-36 Isotope and By-product Inventory**

Disposition Authority Number DAA-NU-2015-0006-0036

Information documenting receipt, use, and disposal of isotope/by product materials

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
6000-36	SECNAV M-5210 1

GRS or Superseded Authority Citation NC1-NU-81-2 / 6470/4/B

**Disposition Instruction**

Cutoff Instruction Cutoff when zero balance (no material on hand) is achieved and the data is inspected and certified

Retention Period Destroy immediately after cutoff

**Additional Information**

GAO Approval Not Required

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

## Signatory Information

Date	Action	By	Title	Organization
09/01/2016	Certify	Deborah Douglas	Navy Records Management Analyst	Department of the Navy - Department of the Navy
02/22/2017	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/22/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/22/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/27/2017	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist