

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2020-0026

Status: APPROVED
Date Approved: 08/21/2023

General Information

Agency or Establishment	Department of State
Record/Scheduling Group	0059 - General Records of the Department of State
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Bureau of Medical Services (MED)
Schedule Subject	Consolidated Schedule: Records of the Bureau of Medical Services (MED)
Additional Schedule Information	<p>Flexible schedule that consolidates the records of the State Department Bureau of Medical Services (MED) and applies to records January 2012 and forward. This schedule does not supersede existing records schedules for the Bureau. Crosswalk with additional detail is attached to the schedule.</p> <p>The Bureau of Medical Services' mission is to promote and safeguard the health and well-being of America's diplomatic community and to facilitate the diplomatic efforts of the Department of State. This schedule document the activities of MED in providing primary care and mental health services, managing hospitalizations and medical evacuations, and assessing local health threats and medical resources for 66,000 employees and their eligible family members serving at U.S. diplomatic missions.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 7

Number of Temporary disposition items: 6

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 2

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Outline of Records Schedule Items for DAA-0059-2020-0026

Item #	Title	Disposition
0001	Medical Program Records	Permanent
0002	Medical Services Operations Files	Temporary
0003	Medical Files and Non-Occupational Health Records of Non-American Employees, Third-Party Contractors, and Private Individuals	Temporary
0004	Medical Files of Foreign Service Officers and Contractors	Temporary
0005	Clinic Operations Records	Temporary
0006	Family Advocacy Program Records	Temporary
0007	Financial Programmatic Records	Temporary

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Records Schedule Items

DAA-0059-2020-0026-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Medical Program Records	
Item Description	<p>Records documenting the policies, procedures, plans, and guidelines in the operation of domestic and overseas health programs under Chief of Mission authority and International Cooperative Administrative Support Services jurisdiction. Records include program activities and subject matter of the administration of medical claims, reimbursements, and expenditures for the medical program; oversight of recruitment, hiring, assignments and staffing of medical professionals; the oversight of preventive medicine programs; provision of medical intelligence and technical advice to the Department on natural disasters, epidemics, unexplained or unexpected health incidents, and terrorist acts against the U.S. Government; and provision and direction of medical support to the Department's security and protective operations. These records include, but are not limited to, correspondence, memorandums, reports, policy documentation, rosters, background studies, meeting minutes, summary records, and other related material.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at the end of calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:5 TB	
Approximate first year of records covered by this authority	2012	

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End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/2012 To: --/--/2012
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law, FOIA (b)(6) Personal Information, FOIA (b)(7) Law Enforcement

DAA-0059-2020-0026-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Medical Services Operations Files	
Item Description	<p>Records supporting management of operations, services, and synchronization of clinical and mental health aspects of the Department's medical program. These records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Post reports of immunizations, health, sanitation, inspections, and shipment needs of medical supplies. • Reports of occupational and non-occupational health and wellness programs including medical statistics and data, reports of medical emergencies, death, life-threatening injury/illness, workplace injuries, and exposure case documentation. • Credential files maintained on medical personnel including personnel assignments, Employee Evaluation Reports (EERs), and adverse medical event investigation and reporting which are also documented in the Official Personnel Folder (EOPF) and in the Global Employee Management System (GEMS) managed by the Bureau of Global Talent Mangement. • MedEvacs and other nontraditional patient movement reporting • Location-based informational guides on available services provided as a courtesy to new employees • Records related to management of all operations and synchronizations of clinical and mental health programs implementing comprehensive service support of the medical program, including maintaining records of unsuccessful applicants. 	
Is this item media neutral?	Yes	

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Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of calendar year.
Retention Period	Destroy 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0059-2020-0026-0003	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Medical Files and Non-Occupational Health Records of Non-American Employees, Third-Party Contractors, and Private Individuals
Item Description	Records of treatment or examination created for non-American employees, private individuals and third-party contractors who receive courtesy medical treatment. These records may document an individual's medical history, physical condition, vaccinations, and first-aid visits for either work or nonwork related purpose, depending on the status of the patient. Also referred to as "patient records" in Title 5 Part 293 Subpart E. Records include, but are not limited to: <ul style="list-style-type: none"> • Vaccination records • Medical examination files, treatment records, and medical clearances • Medical evacuations (MedEvacs) • X-rays and radiographic reports
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0059-2024-0003-0001 on 06/22/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff one year from date of most recent encounter.
Retention Period	Other: Destroy when records of last encounter are 6 years old. If patient is a minor, retain at least 3 years after patient reaches age of majority or until 10 years after most recent encounter, whichever is later, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0059-2020-0026-0004	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Medical Files of Foreign Service Officers and Contractors
Item Description	<p>Records of treatment or examination created for Foreign Service Officers and contractors. These records are also referred to as Employee Medical Folders (EMFs), Occupational Safety and Health Administration (OSHA) medical records, and medical surveillance records. Includes:</p> <ul style="list-style-type: none"> • Personal and occupational health histories. • Opinions and written evaluations generated in the course of diagnosis and employment-related treatment/examination by medical health care professionals and technicians. • Employee-specific occupational exposure records. Exposures include, but are not limited to, gases, liquids, vapors, dust particles, and noise. Non-American citizen and third-party contractor occupational records are included in this schedule. • Employee audiometric testing records. • X-rays and radiographic reports • Medical examination files, treatment records, and medical clearances • Medical Evacuations (MedEvacs) • Vaccination records

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Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	Yes
GRS disposition authority	Item UUID
	Item ID DAA-GRS-2017-0010-0009
Justification for GRS Deviation	See Dossier
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0059-2024-0003-0002 on 06/22/2024.	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff is employee separation or when the Official Personnel Folder (OPF) is destroyed, whichever is longer.
Retention Period	Destroy 30 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0059-2020-0026-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Clinic Operations Records
Item Description	Daily operational clinic scheduling records and records maintained within each office for internal tracking and statistical reporting purposes including work reports and information on both occupational and non-occupational clinic visits. Records include, but are not limited to, post copies of medical case files, authorization files, daily logs, scheduling logs for both occupational and non-occupational visits, copies of medical reports, copies of authorizations for medical treatment, medical consultations with outside sources, and registers or logs of occupational illnesses and injuries.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

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Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	Yes
GRS disposition authority	Item UUID
	Item ID
	DAA-GRS-2017-0010-0001
Justification for GRS Deviation	See Dossier
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off overseas post copies of employee medical case files one year from date of most recent medical encounter and cut off all other records at the end of the fiscal year in which medical services were provided.
Retention Period	Destroy 6 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0059-2020-0026-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Family Advocacy Program Records

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Item Description	<p>Records documenting administrative oversight of the Department’s Family Advocacy Program that is tasked with the prevention and response to allegations of suspected child abuse, child neglect and domestic violence involving all persons subject to Chief-of-Mission (COM) authority at posts abroad.</p> <ul style="list-style-type: none"> • Case reviews • Case files • Correspondence • Case management • Records of attendance at treatment, kinds of treatment, and counseling programs • Identity and contact information of treatment providers • Name, address, and phone number of treatment facilities • Notes and documentation of internal Employee Counseling Services counselors • Intervention outcomes • Investigative files 	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	Yes	
GRS disposition authority	Item UUID	Item ID
		DAA-GRS-2017-0010-0014
		DAA-GRS-2017-0010-0015
Justification for GRS Deviation	See Dossier	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 10 years after termination of counseling for adults. If patient is a minor, retain at least 3 years after patient reaches age of majority or until 10 years after most recent encounter, whichever is later.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	

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GAO Approval Required	No
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DAA-0059-2020-0026-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Financial Programmatic Records
Item Description	Financial records and correspondence (non-GRS). Records documenting billings, collections and reimbursements for medical services received by employees, dependents, or private individuals, either domestically or at foreign posts, through the Department's MED program. Services being billed include, but are not limited to, MedEvacs, hospitalizations, and authorized medical treatments.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy 10 years after final payment or action.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Accept	Data Migration	04/07/2020
Approve	Colleen Shogan	08/21/2023