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## U.S. Department of State Records Schedule

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### Chapter 06: Health and Medical Records

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**B-06-000-02a(2)**      **Employee Medical Files**

**Description:** a. American Employees. Consists of forms, correspondence and related papers documenting the employee medical history while at post. Original case files are maintained at the Department.

(2) Transferred Employees - To Post without Foreign Service medical personnel.

NOTE: Original copies of medical reports where treatment of an illness or injury is authorized at U.S. Government expense should be forwarded to M/MED immediately following receipt of examination findings. (See 3 FAM 685.5)

A record of all vaccinations administered to American employees which are required as part of employment or current position must be forwarded to M/MED for inclusion in original case file.

**Disposition:** Destroy post file 6 years after date of last papers in file.

**DispAuthNo:** NN-171-022, item 1a      **Date Edited:** 4/1/1999

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**B-06-000-02a(3)**      **Employee Medical Files**

**Description:** a. American Employees. Consists of forms, correspondence and related papers documenting the employee medical history while at post. Original case files are maintained at the Department.

(3) Transferred Employees - From Post to Department.

NOTE: Original copies of medical reports where treatment of an illness or injury is authorized at U.S. Government expense should be forwarded to M/MED immediately following receipt of examination findings. (See 3 FAM 685.5)

A record of all vaccinations administered to American employees which are required as part of employment or current position must be forwarded to M/MED for inclusion in original case file.

**Disposition:** Destroy post file 6 years after date of last papers in file.

**DispAuthNo:** N1-084-89-05, item 2      **Date Edited:** 4/1/1999

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### Chapter 06: Health and Medical Records

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**B-06-000-02a(4)**      **Employee Medical Files**

**Description:** a. American Employees. Consists of forms, correspondence and related papers documenting the employee medical history while at post. Original case files are maintained at the Department.

(4) Separated Employees.

NOTE: Original copies of medical reports where treatment of an illness or injury is authorized at U.S. Government expense should be forwarded to M/MED immediately following receipt of examination findings. (See 3 FAM 685.5)

A record of all vaccinations administered to American employees which are required as part of employment or current position must be forwarded to M/MED for inclusion in original case file.

**Disposition:** Destroy post file 6 years after date of last papers in file.

**DispAuthNo:** NN-171-022, item 1a      **Date Edited:** 4/1/1999

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**B-06-000-02b(1)**      **Employee Medical Files**

**Description:** b. Non-American Employees (includes Host Country employees and Third Country Nationals). Consists of forms, correspondence, and related papers documenting employee medical history, except pre employment, fitness for duty and disability retirement physical examinations, Health Qualification Placement Records, FS-569, Authorization for Medical Treatment or other report of physical examination, reports of on the job injuries, and records of medical examinations required for continued employment which become part of the Official Personnel Folder upon separation, but which may be maintained separately from the folder prior to separation.

(1) Transferred Employees - To Post with Foreign Service physician or nurse.

**Disposition:** Forward to new Post. Address to medical personnel in charge.

**DispAuthNo:** NN-171-022, item 1b      **Date Edited:** 4/1/1999

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<b>B-06-000-03</b>	<b>Temporary or Short-Term Medical Records</b>
<b>Description:</b>	Consists of records relating to treatments or examinations received on a voluntary basis for non job-related reasons; EXCEPT when such records result as a condition of employment or relate to an on-the-job occurrence. See FPM Chapter 293-31 for records generally not considered part of the EMFS, but may be included under certain circumstances.
<b>Disposition:</b>	Destroy 6 years after separation or transfer of employee.
<b>DispAuthNo:</b>	N1-084-89-05, item 3 <b>Date Edited:</b> 4/1/1999
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<b>B-06-000-04</b>	<b>Non-occupational Individual Medical Case Files</b>
<b>Description:</b>	Medical Record, SF-539, Individual Health Record Card. Records of treatment or examination created and maintained by a health care facility or dispensary documenting an individual's medical history, physical condition, vaccinations, and first-aid visits for nonworkrelated purposes. Also referred to as "patient records" in Title 5 Part 293 Subpart E.  Legal Citations: American Health Information Management Association (AHIMA) Recommended Retention Standards [Appendix D from the 2011 update] and 31 U.S.C. 3731(b), False Claims Act.  NOTE: May be filed with Employee Medical File or separately, depending on Post requirements.
<b>Disposition:</b>	Temporary. Destroy 10 years after the most recent encounter, but longer retention is authorized if needed for business use. (Supersedes GRS 1, item 19)
<b>DispAuthNo:</b>	DAA-GRS-2017-0010-0012 (G) <b>Date Edited:</b> 1/17/2018
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<b>B-06-000-05</b>	<b>Clinic Scheduling Records</b>
<b>Description:</b>	Scheduling records of clinic visits, both occupational and non-occupational.  Includes: <ul style="list-style-type: none"><li>• patient's name, time of appointment, and type of work to be performed</li><li>• Daily Record Sheet - Register/log of visits to dispensaries or welfare rooms</li><li>• details for pending, confirmed, and upcoming appointments, including date, time, clinic, care team and reason for visit</li><li>• notifications about appointment updates</li><li>• patient visit and other scheduling-related statistics</li></ul>
<b>Disposition:</b>	Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use. (Supersedes GRS 1, item 20a and GRS 1, item 20b)
<b>DispAuthNo:</b>	DAA-GRS-2017-0010-0001 (G) <b>Date Edited:</b> 1/17/2018

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<b>B-06-000-06a</b>	<b>X-Ray Files</b>
<b>Description:</b>	a. American Employees.  NOTE: X-Rays are long-term medical records to be retained for the duration of employment plus 30 years. See FPM Chapter 293-31 for detailed description of long-term medical records and special filing procedures for X-Rays.
<b>Disposition:</b>	Forward all X-Rays to M/MED, Attn: X-Ray Unit, immediately after transfer or separation of employee.
<b>DispAuthNo:</b>	NN-171-022, item 4a
	<b>Date Edited:</b> 4/1/1999
<b>B-06-000-06b</b>	<b>X-Ray Files</b>
<b>Description:</b>	b. Non-American Employees (Host Country employees and Third Country Nationals).
<b>Disposition:</b>	Destroy 6 years after separation if not turned over to patient at time of separation.
<b>DispAuthNo:</b>	N1-084-89-05, item 6b
	<b>Date Edited:</b> 4/1/1999
<b>B-06-000-06c</b>	<b>X-Ray Files</b>
<b>Description:</b>	c. Private individuals such as Missionaries or American tourists who receive courtesy medical treatment.
<b>Disposition:</b>	Destroy when 6 years old if not turned over to patient at time of treatment.
<b>DispAuthNo:</b>	N1-084-89-05, item 6c
	<b>Date Edited:</b> 4/1/1999
<b>B-06-000-07</b>	<b>Annual Health and Medical Information Report</b>
<b>Description:</b>	Consists of health and medical information sheets containing names of reputable physicians and dentists, available hospitals and facilities, list of health hazards and precautionary measures, and other related information which may be of value to a new employee.
<b>Disposition:</b>	Destroy information that is superseded, obsolete, or no longer relevant.
<b>DispAuthNo:</b>	N1-084-89-05, item 7
	<b>Date Edited:</b> 4/1/1999

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**B-06-000-08      Job-related illness or injury**

**Description:** Consists of copies of forms, medical records, and other documentation relating to a job incurred illness or injury.

NOTE: See 3 FAM 689.6-5 for transmission of forms to the Bureau of Employee Compensation. Submit copy of report to M/MED for incorporation into the Employee Medical Folder.

**Disposition:** Destroy 6 years from date of claim.

**DispAuthNo:** N1-084-89-05, item 8

**Date Edited:** 4/1/1999

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**B-06-000-09      Register/log of occupational illnesses and injuries**

**Description:**

**Disposition:** Destroy 6 years following the end of the related fiscal year.

**DispAuthNo:** N1-084-89-05, item 9

**Date Edited:** 4/1/1999

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**B-06-000-10      Medical Evacuations (MEDEVACS)**

**Description:** Consists of copies of FS-569, Authorization for Medical Treatment, requesting medical evacuation for eligible Americans or dependents.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** N1-084-89-05, item 10

**Date Edited:** 4/1/1999

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**B-06-000-11      Medical Supply System**

**Description:** Tracking system used to inventory medical supplies on hand.

**Disposition:** Destroy or delete information when no longer needed.

**DispAuthNo:** N1-084-89-05, item 11

**Date Edited:** 4/1/1999

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