

## Request for Records Disposition Authority

Records Schedule Number      DAA-AFU-2018-0002  
Schedule Status                 Approved  
  
Agency or Establishment        Department of the Air Force  
Record Group / Scheduling Group   Air Force Undifferentiated  
Records Schedule applies to     Agency-wide  
Schedule Subject                 Nursing (46 Series)  
Internal agency concurrences will be provided      No

Background Information            This schedule completely replaces current tables and rules for 46-series (46-XX). This schedule is media neutral.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

### GAO Approval

## Outline of Records Schedule Items for DAA-AFU-2018-0002

Sequence Number	
1	Nursing Supply Records Disposition Authority Number: DAA-AFU-2018-0002-0001
2	Nursing Service and Ward Reports Disposition Authority Number: DAA-AFU-2018-0002-0002
3	Operating Rooms Schedules for Each Day Disposition Authority Number: DAA-AFU-2018-0002-0003
4	Operating Room Schedules for the Next Day Disposition Authority Number: DAA-AFU-2018-0002-0004
5	Sterilizer Testing Documentation Disposition Authority Number: DAA-AFU-2018-0002-0005
6	Delivery Room Log Disposition Authority Number: DAA-AFU-2018-0002-0006

**Records Schedule Items**

Sequence Number						
1	<p><b>Nursing Supply Records</b> Disposition Authority Number      DAA-AFU-2018-0002-0001 <b>Central Nursing Supply Issue Record at hospitals or military treatment facilities (MTF).</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?          Yes Do any of the records covered by this item exist as structured electronic data?                            Yes</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>T46-01 R01.00</td> <td>AF RDS</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      N1-AFU-90-03 / 168/10/1 <b>Disposition Instruction</b> Retention Period                                Destroy immediately after 1 month after items have been returned and posted to inventory records <b>Additional Information</b> GAO Approval                                Not Required</p>		Manual Citation	Manual Title	T46-01 R01.00	AF RDS
Manual Citation	Manual Title					
T46-01 R01.00	AF RDS					
2	<p><b>Nursing Service and Ward Reports</b> Disposition Authority Number      DAA-AFU-2018-0002-0002 <b>Nursing Service 24-Hour Report (AF Form 587) or comparable forms and statistical reports or listings of ward patients, such as daily and weekly patient census, patient strength reports and ward patient rosters.</b> Final Disposition                      Temporary Item Status                                Active Is this item media neutral?            Yes</p>					

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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? **Yes**

Manual Citation	Manual Title
T46-01 R02.00	AF RDS

GRS or Superseded Authority Citation **N1-AFU-90-03 / 168/10/2  
N1-AFU-90-03 / 168/10/3**

**Disposition Instruction**

Retention Period **Destroy immediately after 3 years**

**Additional Information**

GAO Approval **Not Required**

**Operating Rooms Schedules for Each Day**

Disposition Authority Number **DAA-AFU-2018-0002-0003**

**Operating room schedules operations performed for each day.**

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? **Yes**

Manual Citation	Manual Title
T46-01 R04.00	AF RDS

GRS or Superseded Authority Citation **N1-AFU-90-03 / 168/10/4**

**Disposition Instruction**

Retention Period **Destroy immediately after 7 years**

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**Additional Information**

GAO Approval Not Required

**Operating Room Schedules for the Next Day**

Disposition Authority Number DAA-AFU-2018-0002-0004

Operations scheduled for the next day.

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? Yes

Manual Citation	Manual Title
T46-01 R05.00	AF RDS

GRS or Superseded Authority Citation N1-AFU-90-03 / 168/10/5

**Disposition Instruction**

Retention Period Destroy when no longer needed

**Additional Information**

GAO Approval Not Required

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**Sterilizer Testing Documentation**

Disposition Authority Number DAA-AFU-2018-0002-0005

Forms indicating the efficiency of sterilizers.

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

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Do any of the records covered by this item exist as structured electronic data?	Yes
Manual Citation	Manual Title
T46-1 R05.00	AF RDS
GRS or Superseded Authority Citation	N1-AFU-90-03 / 168/10/6
Disposition Instruction	
Retention Period	Destroy immediately after 3 years
Additional Information	
GAO Approval	Not Required
Delivery Room Log	
Disposition Authority Number	DAA-AFU-2018-0002-0006
Books, ledgers or similar volumes used to record patient identification; date and time of delivery; type of delivery; delivery provider; weeks gestation; Infant APGAR scores; infant weight and length; infant gender; complications, if any.	
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?	Yes
Manual Citation	Manual Title
T46-01 R07.00	AF RDS
GRS or Superseded Authority Citation	N1-AFU-97-03 / 46/1/7 N1-AFU-97-03 / 46/1/8
Disposition Instruction	
Retention Period	Destroy immediately after 30 years
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
06/26/2018	Return to Submitter	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
07/03/2018	Certify	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
07/31/2019	Submit for Concurrence	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/07/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/13/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/15/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist