

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER N1-AFU-07-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received 6-07-2007	
1. FROM (AGENCY OR ESTABLISHMENT) Department of the Air Force		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Air Force Research Laboratory, Directed Energy Bioeffects Division		In accordance with the provisions of 44 U.S.C 3303a: the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Operation Ranch Hand, Air Force Health Study Activity, Brooks AFB			
4. NAME OF PERSON WITH WHOM TO CONFER Vince Elquin, Deputy Branch Chief	5. TELEPHONE 210-536-2414	DATE <i>11/28/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Wank</i>
6. 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 on the attached <u>3</u> page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>30 May 2007</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>(Signature)</i>	TITLE Air Force Records Officer and Program Manager	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	This SF115 covers records of the Air Force Health Study (AFHS), relating to Operation Ranch Hand – Agent Orange: a. Participant Medical Files Files created for study participants, including servicemen, spouses, and children, contain medical history and health status questionnaires, medical records from personal physicians, consent and medical information release forms, medical examination notes or results forms created by study contract physicians and diagnostic summaries. 1) Paper case files. Disposition: TEMPORARY. Retire to the National Military Personnel Records Center in St. Louis, MO, after project close out on September 30, 2006. Destroy 75 years after project close out.		
2	2) Images (PDF) of case files. Disposition: TEMPORARY. Destroy 10 years after project close out on September 30, 2006.		
3	3) X-Rays. Disposition: TEMPORARY. Retire to National Military Personnel Records Center in St. Louis, MO, after project close out on September 30, 2006. Destroy 75 years after project close out.		
4	4) Dental panoramic films. Disposition: TEMPORARY. Destroy 10 years after project close out on September 30, 2006.		

SA 11/28/07 copies sent to Agency, NWMD, NWME, NWCS, NWCTM, NR

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b. Master Data Files and Data Analysis			
5	1) Master Data Flat Files. Disposition: PERMANENT. Transfer to National Archives, Center for Electronic Records, after project close out on September 30, 2006.		
6	2) Queries, statistical analyses, and other derived datasets. Disposition: TEMPORARY. Destroy when no longer needed but no later than 10 years after project close out on September 30, 2006.		
7	3) Database documentation including record layouts, data dictionaries and any other system documentation necessary to operate and/or access the master files. Disposition: PERMANENT. Transfer to National Archives, Center for Electronic Records, after project close out on September 30, 2006.		
	4) Backups of Master Files. Electronic copy of the master copy, retained in case the master file or database is damaged or inadvertently erased. Disposition: TEMPORARY. Retire to Federal Records Center after project close out on September 30, 2006. Destroy when the master file has been transferred to the National Archives and successfully copied. (GRS 20, item 8a)	GRS 20, Item 8a	} NARA approval not required
	5) System backup tapes. Electronic copy of queries, statistical analysis, other derived data, and PDF image files, maintained for potential system restoration in event of system failure or other unintentional loss of data. Disposition: TEMPORARY. Destroy when no longer needed. (GRS 24, item 4a)	GRS 24, Item 4a	
c. Technical Reports			
8	1) Official set. Disposition: PERMANENT. Transfer to National Archives after project close out on September 30, 2006.		
	2) Copies. Disposition: TEMPORARY. Destroy when no longer needed for reference. [Non-record materials]		} NARA approval not required [non-record]
d. Program History files			
1) Photographs.			
9	a. Hard copy. Disposition: PERMANENT. Transfer to National Archives after project close out on September 30, 2006.		
10	b. Digital formats (jpg). Disposition: TEMPORARY. Destroy when no longer needed but no later than 10 years after project close out on September 30, 2006.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER

P. 3 OF 3

11

2) Administrative History Files. Files include correspondence and protocol set up information. Disposition: PERMANENT. Retire to the National Military Personnel Records Center in St. Louis, MO, after project close out on September 30, 2006. Transfer to National Archives 25 years after project close out.

12

3) Monitors notes. Disposition: TEMPORARY. Retire to the National Military Personnel Records Center in St. Louis, MO, after project close out on September 30, 2006. Destroy 75 years after project close out.

13

4) Investigators notes. Disposition: PERMANENT. Retire to the National Military Personnel Records Center in St. Louis, MO, after project close out on September 30, 2006. Transfer to National Archives 25 years after project close out.