

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-AFU-86-5	DATE RECEIVED 10-10-85
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Administration, HQ USAF		In accordance with the provisions of 44 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Mr R. P. Dwyer	5. TELEPHONE EXT. 694-3494	DATE 1-15-86	ARCHIVIST OF THE UNITED STATES <i>Francis A. Burke</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records that the records proposed for disposal in this Request of 2 page(s) are not now needed 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 4 OCT 1985	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE I. ROWE Records Management Branch Directorate of Administration	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (INARS USE ONLY)
1	GENERAL ADMINISTRATIVE RECORDS OF MEDICAL ACTIVITIES (Table 168-1) (Applicable Air Force-wide) <u>Rule 3.</u> Disposition of nonavailability statements is changed to two years vice one year and description is changed slightly. DOD requires the Secretaries of the Military Departments to retain copies of DD Form 1251 for two years for audit purposes.	NN-170-33	1 item

TABLE 168-1

GENERAL ADMINISTRATIVE RECORDS OF MEDICAL ACTIVITIES

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
3	nonavailability statements	*facility copy of Uniformed Services Medical Treatment Facility Nonavailability Statement (NAS) (DD Form 1251) or comparable forms and related records used to authorize civilian medical services for prescribed CHAMPUS beneficiaries	*at medical facilities	*destroy after 2 years.
CHAMPUS: Civilian Health and Medical Program of the Uniformed Services				