

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. NI-AFU-86-14	DATE RECEIVED 12/13/85
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 2-21-86	ARCHIVIST OF THE UNITED STATES <i>Frank S. Burns</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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

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

B. DATE 26 NOV 1985	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
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7. ITEM NO.	B. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	ADMINISTRATIVE PATIENT RECORDS (Table 168-3) (Applicable Air Force-wide) Rule 7. The disposition of these records should apply only to the occupational therapy treatment records used to record patient identification and attendance data. The physical therapy services records mentioned in the rule are actually a part of the patient's medical records, and are filed in either the inpatient (clinical) record or outpatient (health) record. A medical regulation provides guidance telling medical personnel how to file the physical therapy services records. As such, Columns A and B are revised to describe only the occupational therapy treatment records for disposition after one year.	NN-170-33	

TABLE 168-3

ADMINISTRATIVE PATIENT RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
7	occupational therapy treatment record	individual record used to identify each patient who receives occupational therapy		destroy after 1 year.