

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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JOB NO.

NI-AFU-86-57

DATE RECEIVED

8-5-86

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION  
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION  
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

5. TELEPHONE EXT.

694-3494

DATE

12-23-86

ARCHIVIST OF THE UNITED STATES

*[Signature]*

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 3 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 28 JUL 1986	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	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p>HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS (Table 168-5) (Applicable Air Force-wide)</p> <p>We are revising rules for medical health records of NATO and foreign national (allied and neutral) military personnel to be compatible with Army procedures (AR 340-18, The Army Functional Files System) and to meet NATO requirements. See also similar changes in Table 168-4.</p> <p>Rule 2. In disposition, add as exception "Rule 8.1" and change "(note 5)" to "(notes 5 and 9)".</p>		
2	<p>Rule 8. Changed to cover only the medical health records of NATO military personnel and their dependents (1986 and later for dependents). Health records of allied and neutral, now known as foreign national military personnel, are now covered in proposed Rule 8.1. These records changes are possible as Rule 8 health records are not retired to NPRC. The disposition includes minor procedural changes.</p>	NN-170-33	
3	<p>Rule 8.1. Added to cover the medical health records of foreign national military personnel except NATO (1986 and later) (currently Rule 8). These health records retired to NPRC are retired the same as for nonmilitary personnel; which is compatible with the retirement of clinical (Table 168-4) records.</p> <p><i>copy to AFJ NCF 12/29/86</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE -
7 ITEM NO	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
4	Note 4. Delete, as these records are included in Rule 2.		
5	Note 6. Changed to permit medical treatment facilities to forward records directly to the U. S. Defense Attache Office in the parent country.		
6	Note 9. Added to give additional examples of different groups of nonmilitary personnel whose health records are covered for retention in Rule 2 and cover the retention of dependents records (prior 1986) of NATO military personnel.		

TABLE 168-5

## HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
2	medical health records for other than active duty military personnel (notes 1, 2, 3, 5, 9)	medical health record folders as prescribed in AFR 168-4 containing records of outpatient treatment; and receipts for outpatient/dental records, hand-carried to other medical facilities	nonmilitary personnel (including dependents of retired military personnel)	* retire to NPRC (CPR) 2 years after year of last treatment (except as provided in rules 3, 6, 7, 7.1, 7.2, 8, 8.1, 9 and 9.1 (notes 5 and 9).
8			* NATO military personnel and their dependents (1986 and later for dependents)	* deliver original records in a sealed envelope to the individual concerned on transfer to another AF base or return to parent country following termination of training (note 6).
8.1 *			foreign national military personnel except NATO (1986 and later)	retire as provided in rule 2.
	<p>NOTES:</p> <p>4. * RESERVED</p> <p>6. * Before delivery of records to NATO and foreign national personnel, screen records in detail and remove all security information, regardless of specific classification. Forward classified records to HQ AFIS/INFOD for review and further transmission, if warranted, to the government concerned. Forward records of deceased personnel direct to HQ AFOMS/SGSB for transmittal to parent country. If, for some reason, delivery of records is not possible, forward them to the parent country through the appropriate U. S. Defense Attache Office listed in Chapter 15, AFR 10-4 for unclassified material.</p> <p>* 9. Nonmilitary personnel include such groups as non-military foreign nationals and dependents, dependents of foreign national military personnel, except NATO, and dependents (prior 1986) of NATO military personnel.</p>			