

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO. NI-AFY-87-15

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

DATE RECEIVED  
2/11/87

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 4-28-87 ARCHIVIST OF THE UNITED STATES  
*Frank A. Burke*

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 4 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  
**05 FEB 1987**

C. SIGNATURE OF AGENCY REPRESENTATIVE  
*Grace T. Rowe*

D. TITLE  
GRACE T. 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 GRS OR SUPERSEDED JOB CITATION	10.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 (NARS USE ONLY)
1	INDIVIDUAL DENTAL HEALTH RECORDS AND X-RAYS (Table 162-1) (Applicable Air Force-wide)  Rule 10.1. Disposition of clinic index cards is changed to "destroy immediately", and description is changed to reflect how they were used. The requirement no longer exists to keep an alphabetical cross reference file of clinic index cards (AF Form 1942) or to include them in the annual retirement of dental health records. Reasons for this change are attached.		
2	Note 7. Added to allow NPRC to destroy those clinic index cards currently on hand.		

115-108 4-29-87  
Agency - NCF

TABLE 162-1

## INDIVIDUAL DENTAL HEALTH RECORDS AND X-RAYS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
10.1	clinic index	*clinic index (AF Form 1942) cards prepared for eventual inclusion with retired dental health records		*destroy immediately (note 7).
	NOTE: *7. NPRC may destroy clinic index cards when encountered.			