

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

LEAVE BLANK

JOB NO.  
NI-AFU-88-34

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

DATE RECEIVED  
5-10-88

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

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
Directorate of Info Mgmt and Administration, SAF/AAD

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Mr. R. P. Dwyer

695-1667

7/19/88

*[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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

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

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

09 MAY 1988

*Grace T Rowe*

GRACE T. ROWE  
Chief, Records Mgmt Policy Section  
Directorate of Info Mgmt and Admin

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 GRS OR SUPERSEDED JOB CITATION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

ADMINISTRATIVE PATIENT RECORDS (Table 168-3)  
(Applicable Air Force-wide)

Rule 9. We are changing the disposition of emergency room control registers to 2 years vice 5 years, which is sufficient to meet Air Force hospital requirements. The Air Force Surgeon General's office contacted the Joint Commission on Accreditation of Hospitals (JCAHO), which stated that the JCAHO does not specify a recommended retention of these registers, as this is normally a decision of the hospital organization management staff, or in obedience of local/state statutes. Current JCAHO guidance for maintaining emergency room control registers is attached.

NC1-AFU-79-38

*Copy sent to agency 7/19/88*

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
9	*emergency room control registers	books, ledgers or similar volumes used to record patient identification, date and time of arrival, complaint, disposition and time of departure		*destroy after 2 years.