

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-88-40

DATE RECEIVED

6-17-88

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 Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION

Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

5. TELEPHONE EXT.

695-1667

DATE

8/29/88

ARCHIVIST OF THE UNITED STATES

Claudia Miller

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 GRACE T. ROWE

Chief, Records Mgmt Policy Section
Directorate of Info Mgmt and Admin

Grace T Rowe

7. ITEM NO

B. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOE CITATION

10. ACTION TAKEN (NARS USE ONLY)

HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS (Table 168-5)
(Applicable Air Force-wide)

- 1 Rule 9.2. Changed the disposition of clinic index cards to "destroy immediately," and changed the description to reflect how they were used. Air Force no longer needs these index cards to serve as an alphabetical cross reference to retired outpatient records at NPRC. Reason is that NPRC, per attached, has told us that since outpatient records are filed in a searchable, recoverable manner (by SSAN), there is no need to furnish an alphabetical listing. In 1987, we eliminated these same clinic index cards used to retire dental health records, Table 162-1, Rule 10.1.
- 2 Note 2. Changed the last two sentences describing use of clinic index cards for retrieving outpatient records to past tense vice present tense.
- 3 Note 10. Added to allow NPRC to destroy those clinic index cards currently on hand.

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
9.2	clinic index cards	*clinic index (AF Form 1942) cards prepared for eventual inclusion with retired outpatient records		*destroy immediately (notes 2 and 10).
<p>NOTES: 2. *Records dated before 1970 which were retired to NPRC (MPR or CPR) are in alphabetical sequence. Outpatient records for 1970 and later, retired to NPRC (MPR or CPR) per Rules 2, 3, 5 and 9, are in numerical, terminal digit order. From 1972 to 1988, shipments to NPRC (MPR or CPR) were accompanied by a file of clinic index cards in alphabetical order in the first box of each accession. These cards are no longer used as an index to outpatient records transferred and retired during these calendar years.</p> <p>*10. NPRC may destroy clinic index cards when encountered.</p>				