

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on reverse)

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JOB NO.

NIAFU-89-18

DATE RECEIVED

4/20/89

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.

694-3494

DATE

3/2/90

ARCHIVIST OF THE UNITED STATES



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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

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

8. DATE

06 APR 1989

C. SIGNATURE OF AGENCY REPRESENTATIVE

Inoue & Rowe

D. TITLE 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 GRS OR SUPERSEDED JOB CITATION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)

RADIOLOGY RECORDS (TABLE 160-4)
(Applicable Air Force-wide)

- 1 Rule 7. Changed the disposition of entrance and separation examination X-rays of applicants for U.S. service academies to destroy after 1 year vice file with diagnostic X-rays unless forwarded to one of the service academies. Reason is that we should destroy these X-rays along with other service academy applicant physical examination records at examining facilities, per Table 160-2, Rule 6.2.
- 2 Rule 8. Added, to dispose of X-rays made for routine physical examination directly related to position held after 5 years. We believe that destroying these X-rays using the same disposition as for diagnostic X-rays (Rule 10) is sufficient.
- 3 Rule 9. Delete, since this reference rule for disposing of periodic flight and other physical examination X-rays is no longer necessary.
- 4 Rules 9 and 9.1. Added, to dispose of X-rays made as a result of an occupational illness/accident/injury, due to an exposure incident on the job, or as a result of a health monitoring program. For Rule 9 X-rays that fit in the medical health record, we will file them in appropriate military, non-military, or civilian medical health folder.

NN-170-33

Copy sent to Agency,
MNF, MW
3/18/90

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>
	For Rule 9.1 X-rays that do not fit in the medical health record, we will retain them at base level and destroy them 50 years after end of military service/employment.		
5	Rule 10. Changed the description of diagnostic X-rays by expanding the exceptions to its 5 year disposition to include added Rules 8-9.1 above.		
6	Rule 11. Changed the disposition of X-rays of unusual interest or those selected for teaching purposes by adding exceptions to its 5 year disposition, stating to refile Rules 9 and 9.1 X-rays in appropriate medical folder or holding area.	NC1-AFU-85-5	
7	Rule 14. Delete, since this rule stating to retain occupational health examination (OHE) X-rays in medical file pending disposition approval is no longer necessary. We will dispose of these OHE X-rays per Rules 9 and 9.1.		
8	Rule 14. Added, to dispose of mammograms after 10 years. The Radiological Consultant to the Surgeon General of the Air Force recommended this disposition.		
9	Note 2. Made only minor grammar changes for disposition of X-rays subject to deterioration in overseas medical facilities.	NN-170-33	
10	Note 3. Added, to state that the medical facility retains oversized X-rays it produces that do not fit in the medical health record/employee medical folder, and why.		
11	Note 4. Added, to tell medical facility to remove mammograms before sending medical health records to NPRC, and retain them until scheduled for destruction.		

TABLE 160-4

RADIOLOGY RECORDS

R U L E	A	B	C	D
7	If records are entrance and separation examination X-ray film	consisting of X-rays of applicants for U.S. service academies made at the time of qualifying examinations	which are at the examining center	then *destroy after 1 year.
8 *	X-ray films, including ultrasound, computed tomography, and nuclear medicine films	X-rays made for routine physical examination directly related to position held, such as regularly recurring physicals or examinations as part of the conditions for continued service/employment		destroy/salvage after 5 years (note 2).
9 *		X-rays made as a result of an occupational illness/accident/injury; due to an exposure incident on the job, or as a result of a health monitoring program	for X-rays that fit in the medical health record/employee medical folder	file in appropriate military, non-military, or civilian medical health folder.
9 .1 *			for X-rays that do not fit in the medical health record/employee medical folder	retain at base level, destroy 50 years after end of military service/employment (note 3).
10		*X-rays made in connection with diagnosis and treatment of patients at medical facilities, including U.S. Coast Guard personnel and dependents (except those covered in rules 8-9.1 above, table 162-1 and AFR 168-4)		destroy/salvage after 5 years (note 2).

TABLE 160-4. CONTINUED

R U L E	A If records are	B consisting of	C which are	D then
11		X-rays of unusual interest or those selected for teaching purposes		*destroy/salvage after 5 years, or when of no further value, whichever is later (Exception: refile rules 9 and 9.1 X-rays in appropriate medical folder or holding area).
14 *		mammograms		destroy after 10 years (note 4).

NOTES: 2. *In overseas medical facilities where adequate storage space is not available and in areas where climatic conditions cause X-ray film to deteriorate before expiration of the retention period, earlier disposition is authorized. In such cases, request specific disposition instructions from SAF/AADAQD.

*3. The medical facility retains oversized X-rays it produces that do not fit within the border of medical health record/employee medical folder. The National Personnel Records Center (NPRC) only accepts X-rays that fit within the 8 1/2 x 11 standard medical record.

*4. The medical facility that forwards the medical health records to NPRC will remove the mammograms and retain them until scheduled for destruction.