

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO.

NI-AFU-89-23

DATE RECEIVED

6/27/89

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20400

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

3/15/90

ARCHIVIST OF THE UNITED STATES



In accordance with the provisions of 44 U.S.C. 3303a, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 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

23 JUN 1989

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>INDIVIDUAL DENTAL HEALTH RECORDS AND X-RAYS (Table 162-1) (Applicable Air Force-wide)</p> <p>Rule 5. Changed the disposition of individual dental health records on dependents of military personnel to "destroy 5 years after year of last treatment" vice "retire to NPRC(CPR) 2 years after year of last treatment." Reason is that few of Air Force's more experienced dental clinic managers have any recollection of requesting dependent dental health records from NPRC. Usually, dentists find it more practical to make a new up-to-date record than to request the old one from NPRC. Any necessary legal action is normally within a five year period. Litigation beyond that time frame is extremely unlikely, and should a case occur, the record may or may not help the government's position. The statutes of limitation for bringing a claim under the Military Claims Act and the Federal Tort Claims Act are two years from the date of accrual. The Air Force Office of The Judge Advocate General stated that five years allows a sufficient time to consider and defend virtually all cases. Air Force also believes it is an extravagant waste to retain tens of thousands of these dependent dental health records for 15 years (note 1) for a possible litigation or other situation that is unlikely to occur.</p>	<p>NC1-AFU-77-90</p>	

*Copy sent to agency
3/19/90*

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE .

OF

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>
2	<p>Note 1. Changed last sentence on destroying dental health records for nonmilitary persons by adding ", unless stated otherwise,"; which means we are excluding dependents dental health records. Air Force still applies the 15 year disposition for dental health records for nonmilitary persons to civilian employees (Rule 6), Peace Corps and State Department personnel, and all other personnel not covered (Rule 10).</p>	<p>NC1-AFU-80-45</p>	
3	<p>Note 2. Delete, since the receipt for dental health records hand-carried to other medical facilities is Clinic Index (AF Form 1942) card. We now destroy this card when records are eligible for retirement to NPRC, per Rule 10.1, versus previously including it with dental health records sent to NPRC.</p>		
4	<p>Note 3. Revised in order to exclude dependents (divorced spouses, children no longer eligible for care) dental health records from retirement to NPRC.</p>		
5	<p>Note 4. Revised to cover only the retention of dental health records of retired military personnel at the dental facility if they expect to receive care versus retiring them to NPRC. We are excluding same requirement to keep these records for dependents as they are no longer sent to NPRC.</p>		

TABLE 162-1

INDIVIDUAL DENTAL HEALTH RECORDS AND X-RAYS

R U L E	A If records are	B consisting of	C which are	D then
5	individual dental health records for other than active duty military personnel (notes 1, 2, 3, 4)	dental health record folders containing dental examination and treatment forms such as Dental Health Record (SF 603), Consultation, Laboratory Reports, Dental Patient History, Periodontal Scoring Chart, and related records and data	on dependents of military personnel (include dependents of retired military personnel)	*destroy 5 years after year of last treatment.

NOTES:

1. *Records dated before 1982, retired to NPRC(MPR or CPR), are in alphabetical sequence. Records dated 1982 and later, retired to NPRC(MPR or CPR), are in numerical, terminal digit order; accompanied by the patient record retirement cards in alphabetical order in the first box of each accession. Destroy dental health records for military personnel 50 years after date of latest record. Destroy dental health records for nonmilitary persons, unless stated otherwise, 15 years after date of latest record.

2. *RESERVED
to NPRC (CPR) 9 June 13 Dec 89

3. *Retire nonmilitary dental health records, other than dependents, pertaining to deaths at the end of the year when change of status occurs.

4. *Retain dental health records for retired military personnel when it is known that they still reside in the area and expect to receive care at the dental facility

TABLE 161-6, CONTINUED

R U L E	A	B	C	D	
	If the records are or pertain to	consisting of	which are	then	
4		solicitations and attendant contract records including reports of examinations and/or testing of food products, contract purchase agreements, and other inspection correspondence		destroy when no longer needed.	
5		AF Form 2062, Consumer Level Quality Program (COLEQUAP) Audit, AF Form 2063, Individual COLEQUAP Report, DD Form 1608, Unsatisfactory Material Report (Subsistence)		destroy after 1 year.	
6		DD Form 1740, Food Inspection Stamp Record and related records		for stamps not destroyed, lost or stolen	destroy 1 year after form is superseded.
7				for stamps destroyed, lost or stolen	destroy 2 years after investigation is completed.
8		support documents, forms, correspondence and laboratory evaluations for administering quality assurance of fresh dairy products			destroy after 1 year (see note).
9	food handlers records	AF Form 1021, Medical Certificate	original at employing facility and copy at Environmental Health	destroy when no longer needed or give to food handler on transfer or separation.	
10		AF Form 1216, Food Handler Training Certificate		destroy when superseded or no longer needed.	
11	food service medical evaluation	AF Form 977, Food Facility Sanitation Check List, results of microbiological analyses, periodic summaries of findings, and other related data	at medical inspection service	destroy after 1 year.	
12			at inspected activities	destroy after next medical evaluation or when all deficiencies described in the report are corrected, whichever is later.	
13			at other offices	destroy when no longer needed.	
14			reports of food borne illness investigation	destroy after 1 year.	
15	animal bites/quarantine	DD Form 2341, Report of Animal Bite—Potential Rabies Exposure	original at medical treatment facility	file in patient's health or clinical record.	
16			copy at Environmental Health	destroy after 1 year.	
17			copies at other activities	destroy when no longer needed.	

NOTE: Procurement tables dispositions will apply if these records substantiate contractor performance.

162. Dental Services. These tables cover records pertaining to dental services and programs, including dental research and prevention of dental diseases, examination and treatment of personnel, administration of dental clinics and dental prosthetic laboratories.

TABLE 162-1

INDIVIDUAL DENTAL HEALTH RECORDS AND X-RAYS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	individual dental health records of active duty military personnel (see notes 1, 6)	dental health record folders containing dental examination and treatment forms such as Dental Health Record (SF 603), Consultation, Laboratory Reports, Dental Patient History, Periodontal Scoring Chart, and related records and data	on AF active duty military personnel	maintain and forward as prescribed in AFRs 35-44, 168-4 and 162-1.

TABLE 162-1. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
2			on Army, Navy and Marine Corps active duty military personnel	
2.1	individual dental health records of AF reserve personnel		on AF reserve personnel	maintain and forward as prescribed in AFRs 35-44 and 168-4.
3	individual dental health records for other than active duty military personnel (see notes 1, 2, 3, 4)		on retired AF general officers and personnel on temporary disability retired list (TDRL)	send to HQ AFMPC/ MPCDRR, Randolph AFB TX 78150, 3 years after year of last treatment.
4			on retired military personnel (except personnel in rule 3)	retire to NPRC (MPR) 3 years after year of last treatment.
5			on dependents of military personnel (include dependents of retired military personnel)	retire to NPRC (CPR) 2 years after year of last treatment.
6			on civilian employees	retire records of employees transferred to an AF activity within the Military District of Washington or to another activity within the federal service, and records of employees who are separated from the federal service, to NPRC (CPR) at the end of each calendar year.
7			on foreign nationals	deliver records in a sealed envelope to the concerned allied or neutral military individual on transfer to another AF base, on discharge from treatment, or on return to parent country following termination of training, or deliver to the senior member of a group repatriated, subject to conditions in note 5.
8			on American Red Cross personnel	send to Medical Director, American Red Cross, Washington DC 20006, 3 years after year of last treatment.
9			on Coast Guard personnel on active duty	send to Commandant, US Coast Guard, Washington DC 20593, 1 year after year of last treatment.
9.1			on USAF Academy cadets	send to Cadet Records, USAF Academy, for inclusion with the personnel records, after record is complete following cadet's departure from USAF Academy.
10			on Peace Corps and State Dept personnel, and all other personnel not covered in rules 1 through 9.1	retire to NPRC (CPR) 1 year after year of last treatment.
*10.1	clinic index cards	clinic index (AF Form 1942) cards prepared for eventual inclusion with retired dental health records		destroy immediately (see note 7).
11	dental treatment plans	forms used within the dental service for treatment planning		destroy when proposed treatment has been completed and recorded on Dental Health Record (SF 603).

TABLE 162-1. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
12	temporary dental health records		used for exchanging and receiving treatment data from another dental facility	destroy after all transcriptions have been made on long-term records and have been initialed by transcribing officer.
13			used as a temporary record pending arrival of Field Record Group	
14	dental X-ray film	exposed dental X-rays	taken for evaluation, treatment, and follow-up care of dental diseases or oral manifestation of systemic diseases	hold as part of the Dental Health Record.
15			initial, full-mouth X-rays	hold, so long as legible, as part of the Dental Health Record.
16			taken incident to hospitalized dental cases	include with individual clinical records when required.
17			obtained for other purposes, and determined to be of no more value	destroy when appropriate findings are entered on individual's Dental Health Record.
18			judged by a dental officer to be of unusual interest or selected for teaching or research purposes	hold in a separate file, and destroy when no longer usable or needed.
19			unidentifiable	destroy immediately.

NOTES:

- Records dated before 1982, which were retired to NPRC (MPR or CPR), are in alphabetical sequence. Records for 1982 and later, retired to NPRC (MPR or CPR), are in numerical, terminal digit order; accompanied by the patient record retirement cards in alphabetical order in the first box of each accession. Dental health records for military personnel are destroyed 50 years after date of latest record. Dental health records for nonmilitary persons are destroyed 15 years after date of latest record.
- Receipts for dental records hand-carried to other medical facilities during the preceding calendar year will be arranged in alphabetical sequence and retired in the last box of the dental records being retired for that year.
- Nonmilitary records pertaining to deaths, divorced spouses, and children who are no longer eligible for care may be retired at the end of the year when change of status occurs.
- If sponsor is still assigned to the installation, records of eligible family should be retained if the family are still in the area and expect to receive care at the facility, even though they did not receive care during the year. Likewise, records for retired military personnel and their eligible family members, or eligible family members of active duty personnel who do not accompany the sponsor, should be retained when it is known that they still reside in the area and expect to receive care at the facility.
- Before delivery of records to foreign nationals, screen records in detail and remove all security information, regardless of specific classification. Forward classified records to AFIS/INPOD for review and further transmission, if warranted, to the government concerned. Forward records of deceased personnel directly to AFMSC/SGSB for transmittal to parent country. If, for some reason, delivery of records to foreign nationals is not possible, forward them to HQ AFMSC/SGSB.
- A fire at NPRC (MPR) on 12 July 1973 destroyed approximately one million Master Personnel Records of AF personnel whose surnames begin with the letters "Hu" through "Z" and who were discharged between 25 September 1947 and 31 December 1963. An additional 432,000 records were salvaged. (No fire damage occurred to records of AF veterans whose surnames begin with the letters "A" to "Hu".) The destroyed records contain all induction and enlistment records, assignment and promotion orders, outpatient/health and dental records, and separation records. If identifying information can be provided (such as veteran's dates of service, unit or assignment), NPRC can verify most of the facts about the member's military service. However, specific outpatient medical/dental data cannot normally be provided.
- *7. NPRC may destroy clinic index cards when encountered.