

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

LEAVE BLANK

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 GRS OR SUPERSEDED JOB CITATION	10.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