

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NFAFU-89-33

DATE RECEIVED

9/7/89

**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

3/23/91

ARCHIVIST OF THE UNITED STATES



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 2 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.

B. DATE

SEP 06 1989

C. SIGNATURE OF AGENCY REPRESENTATIVE

Inace 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 GRS OR SUPERSEDED JOB CITATION	10.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 (INARS USE ONLY)
1	<p>PHYSIOLOGICAL TRAINING/THERAPY RECORDS (Table 161-2) (Applicable Air Force-wide)</p> <p>Rule 21. Added to destroy clinical hyperbaric research files on microfiche after 50 years. The USAF School of Aerospace Medicine (USAF Hyperbaric Center), the DOD lead agency in clinical hyperbaric medicine, and the two Clinical Hyperbaric Medicine Facilities need these research files for 50 years as a data base for treatment of patients, clinical investigations, statistical sampling, training, and publication of research documents.</p>		
2	<p>Rule 22. Added to destroy clinical hyperbaric research files on paper one year after completion of treatment, or after microfilming is completed and verified for accuracy, whichever is later.</p>		
3	<p>NOTE. Deleted current note as it was unnecessary, since Table 168-4, Clinical Records, Note 1c and Table 168-5, Health Records, Note 1 state the same disposition of individual's health (clinical and outpatient) record.</p>		
4	<p>NOTE. Added new note to allow Air Force commands to retain specific records in active files until eligible for destruction.</p>		

TABLE 161-2

PHYSIOLOGICAL TRAINING/THERAPY RECORDS

R U L E	A If records are	B consisting of	C which are	D then
21 *	clinical hyperbaric	research files (on microfiche) for conducting clinical investigations and research, consisting of Clinical Hyperbaric Treatment Record (AF Form 1389), copies of AF Form 712, AF Form 1352, AF Form 1354, SF 502, and other pertinent patient information	at USAF School of Aerospace Medicine, Hyperbaric Medicine Division (USAFSAM/HM) and Clinical Hyperbaric Medicine Facilities	destroy after 50 years (note).
22 *		above research files (on paper)		destroy 1 year after completion of treatment, or after micro-filming is completed and verified for accuracy, whichever is later.

*NOTE: Retain in active file until eligible for destruction.