

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. **NTAFU-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

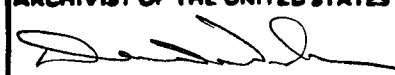
3. MINOR SUBDIVISION
Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. R. P. Dwyer

5. TELEPHONE EXT.
694-3494

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 <i>Inace T Rowe</i>	D. TITLE GRACE T. ROWE Chief, Records Mgmt Policy Section Directorate of Info Mgmt and Admin
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	PHYSIOLOGICAL TRAINING/THERAPY RECORDS (Table 161-2) (Applicable Air Force-wide)		
1	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.		
2	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.		
3	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.		
4	NOTE. Added new note to allow Air Force commands to retain specific records in active files until eligible for destruction.		

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.

TABLE 160-7. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
10	drug abuse rehabilitation (note)	rehabilitation program report	at HQ USAF, HQ AFOMS, and MAJCOMs/SOAs	
11			at base medical facility	destroy after 2 years.
12	drug detection quality control	reports prepared by the Armed Forces Institute of Pathology and testing laboratory	at HQ AFOMS and testing laboratory	destroy after 5 years.

NOTE: Drug abuse case treatment files for member's rehabilitation which are kept in Social Actions offices are destroyed per Table 30-1.

161. **Aerospace Medicine.** These tables cover records pertaining to aircrew and aerospace effectiveness programs, physiological training, and other medical activities related to flying personnel, occupational health, bioenvironmental engineering, military public health, and control of communicable diseases.

TABLE 161-1

AEROSPACE MEDICINE PROGRAM RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	aerospace medicine reports	reports and comparable records used in supervising and monitoring the Aerospace Medicine Program applying the principles of flight medicine, military public health, and occupational medicine		destroy after 2 years (EXCEPTION: destroy copies maintained for research and teaching when no longer needed).
2	medical recommendation for change in flying or special operational duty		in member's health record	hold according to AFR 168-4, chapter 3.
3			in flight management offices and aircrew training/evaluation records (AF Form 846)	hold all copies currently applicable; for example, last annual or incoming clearance, any grounding until it is replaced by a copy returning the member to flying or special operational duty.
4	application for airman medical certificate, and report of medical examination	copies of FAA forms of medical history and examination	retained, according to AFR 160-104, by aviation medical officers authorized to perform medical examinations for applicants for <u>FAA medical certificates</u>	destroy after 2 years.
5	medical recommendation for flying or special operational duty log	AF Form 1042 actions	at medical facilities	destroy after 5 years.

TABLE 161-2

PHYSIOLOGICAL TRAINING/THERAPY RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	Chamber Flight Record (AF Form 701)	originals	at base training facilities	send on a monthly basis to USAFSAM, where they are destroyed when no longer needed.
2		copies		hold at unit for 3 years, then destroy.
3	Physiological Training Monthly Report (AF Form 700); Chamber Reactor Case Report (AF Form 361)	originals used for program planning and as a source for medical and flight safety research	at HQ USAF and USAF-SAM	destroy when no longer needed.
4		copies	at other than HQ USAF and USAFSAM	destroy after 3 years.
5	Physiological Training Record (AF Form 699)		at base training facilities	hold at unit for 6 years, then destroy.
6	Physiological Training (AF Form 1274)			give to individual on completion of training.
7	Individual Physiological Training Record (AF Form 702)	aircrew personnel records		see table 60-5.
8		non-aircrew personnel records		file in individual's medical record and destroy upon departure from active or reserve duty.
9	Treatment Records (AF Form 1352 and SF 502)	originals		file in individual's health record (see note).
10		first copy	at USAFSAM	destroy when no longer needed.
11		other copies	at HQ USAF and MAJCOMs	
12			at base training facilities	hold for 3 years, then destroy.
13	Individual Dive Record and Repetitive Dive Worksheet (AF Form 1353)			give to individual.
14	Compression Chamber Operation Record (AF Form 1354)		at base training facilities	destroy after 3 years.
15	Compression Chamber Reactor Case Report (AF Form 1355)	original		file in individual's health record (see note).
16		first copy	at USAFSAM	destroy when no longer needed.
17		copies	at HQ USAF and MAJCOMs	
18			at base training facilities	hold for 3 years, then destroy.
19	Oxygen Sensitivity Tolerance/Pressure Test (AF Form 1360)			file in individual's health record (see note).
20	Instructor's Flight/Dive Record (AF Form 712)		at base training facilities	give to individual, provided pertinent data is reflected on the physiological training report.

NOTE: Documents are retained in the health record for 50 years after date of latest record and then destroyed.