

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-90-2

DATE RECEIVED

10/10/89

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

1/24/90

ARCHIVIST OF THE UNITED STATES



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

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

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

8. DATE

OCT 03 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 <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>PHARMACY RECORDS (Table 168-7) (Applicable Air Force-wide)</p> <p>Rule 11. Added, to dispose of non-prescription over-the-counter handout medication requests after 6 months. As these medication requests are limited to minor problems such as headaches, common cold, and indigestion, Air Force only needs to keep them for 6 months for stock control purposes.</p>		

TABLE 168-7

PHARMACY RECORDS

R U L E	A	B	C	D
11	If records are	consisting of	which are	then
*	nonpre- scription records	over-the-counter handout medication requests	at pharmacies	destroy after 6 months.