

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

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JOB NO. NI-AFU-90-27

DATE RECEIVED 2/15/90

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 Information Management

3. MINOR SUBDIVISION  
Policy Division, SAF/AAIA

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

5. TELEPHONE EXT. DATE  
694-3494 4/25/90

ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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.

B. DATE 13 FEB 1990	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE GRACE T. ROWE Chief, Records Mgmt Policy Branch Directorate Of Information Mgmt
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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 GRS OR SUPERSEDED JOB CITATION	10.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 (NARS USE ONLY)
1	ADMINISTRATIVE PATIENT RECORDS (Table 168-3) (Applicable Air Force-wide)  Rule 2. Changed the disposition of master index of patients to "destroy after 30 years, or when facility is deactivated or placed on standby status, whichever is sooner" vice "destroy when medical facility is inactivated or placed on standby status." We only need to keep this hospital index for 30 years, since this time frame would meet practically all our retrieval requirements for former patient information. Also, former hospital patients, military and non-military, have access to their medical records for 50 years after date of latest record. We also changed the description by adding "or computer entries," as hospitals are now storing this index data in long-term retrievable computer format vice the 3"x5" patient locator cards.	NN-170-33	

TABLE 168-3

ADMINISTRATIVE PATIENT RECORDS

R U L E	A	B	C	D
	If records are	consisting of	which are	then
2	master index of patients	*cards or computer entries used as a nominal index to all patients admitted to a medical treatment facility, including related forms accumulated at Army hospitals before transfer of jurisdiction to AF		*destroy after 30 years, or when facility is deactivated or placed on standby status, whichever is sooner (note).