

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-AFU-91-7

DATE RECEIVED

11-1-90

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.

703-613-3494

DATE

25 OCT 1990

ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE

In accordance with the provisions of 44 U.S.C. 3303e 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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.

6. DATE 25 OCT 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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS (Table 168-5) (Applicable Air Force-wide)</p> <p>Note 1. Changed, as follows:</p> <p>1st sentence: Changed to "Outpatient, psychiatric treatment, and family/child advocacy records for military personnel and nonmilitary patients are destroyed 50 years after date of latest record." NARA (attachment 1) stated that NPRC identified Air Force dependent psychiatric records and child advocacy records not specifically included in the DOD SF 115 (attachment 2), which stated that nonmilitary outpatient records are destroyed 50 years after date of latest record. DOD agreed with NPRC, though Air Force believes that psychiatric treatment records for dependents (Rule 11) are in the same category as outpatient records. Air Force considers psychiatric treatment records as medical records, considering that psychiatrists are medical doctors (MDs). This means that nonmilitary psychiatric treatment records have the same importance as nonmilitary outpatient records. Air Force SF 115, Job No. N1-AFU-88-14, Note 1 states that family advocacy records for military personnel are destroyed 50 years after date of latest record. Family advocacy records since 1989 (Rule 14.1) now</p>	N1-AFU-88-44	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

7.
ITEM
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include child (abuse) advocacy records, incorporated in Child/Spouse Abuse Incident Reports, and are retired to NPRC(MPR) since this record is maintained under the Air Force member's (military sponsor) name. As Air Force will destroy family advocacy records after 50 years, it is only appropriate to destroy these same child advocacy records dated prior 1989 (Rule 13) after 50 years.

2nd sentence: Delete, for reasons explained above.

2nd and 3rd sentences (currently 3rd and 4th sentences): Changed the disposition of civilian employee health records per General Records Schedule 1, Item 21.

TABLE 168-5

HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS

R U L E	A	B	C	D
	If records are	consisting of	which are	then
11	psychiatric treatment records	detailed psychiatric notations of consultation, tests and treatment, maintained in the psychiatric clinic	non-military	retire to NPRC(CPR) 2 years after year of last treatment (see notes 1 and 5).
13	child advocacy	records dated prior 1989	in mental health clinics	retire to NPRC(CPR) 2 years after year of last treatment (see notes 1 and 5).

NOTES: 1. *Outpatient, psychiatric treatment, and family/child advocacy records for military personnel and nonmilitary patients are destroyed 50 years after date of latest record. Civilian employees health records are destroyed 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later. Individual Employee Health Case Files created prior to establishment of the Employee Medical Folder system that have been retired are destroyed 60 years after retirement to a Federal Records Center.