

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
DIRECTORATE OF INFORMATION MANAGEMENT

3. MINOR SUBDIVISION
RECORDS MANAGEMENT POLICY BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER
JESSICA L. SPENCER

5. TELEPHONE
703-614-3494

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-AFU-96-5

DATE RECEIVED
1-24-96

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *for* ARCHIVIST OF THE UNITED STATES
7/10/96 *James Moore*

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 22 Jan 96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Francis X. Mc Govern</i>	TITLE FRANCIS X. MCGOVERN, Lt Col, USAF Chief, Records Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	LABORATORY RECORDS (Table 160-3) (Applicable Air Force-Wide) of AFR 4-20, Vol. 2 (Table 44-2 of AFMAN 37-139) Rule 4. Column B: Blood Donor Record Cards (DD Form 572) Recording Reactions and Disposition of Blood Donors, Shipping Inventory of Blood Products (DD Form 573), blood donor and blood bank processing records and ledgers, issue and receipt for blood products issued. Column D: Retire as permanent [Amended 5-1-96. See Rule 4.]	N1-AFU-91-2	
2	Rule 4.01 Column B: Investigation and findings of each transfusion and lot numbers of reagents used. Column D: Destroy after five years	N1-AFU-91-2	
3	Rule 4.02 Column B Ledgers recording processing of each transfusion request, local agreements/contracts with civilian blood banks. Column D: Destroy after ten years	N1-AFU-91-2	
<p>Justification: The above disposition changes reflect the current standards required by the Blood Banks and Transfusion Services. See attached Blood Donor Guidance.</p> <p>JUL 12 1996 Copy to: Agency, NCF</p>			

RECOMMENDED DISPOSITION

TABLE 160-3

LABORATORY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	blood donor medical histories and blood bank agreements	Blood Donor Record Cards (DD Form 572) Recording Reactions and Disposition of Blood Donors, Shipping Inventory of Blood Products (DD Form 573), blood donor and blood bank processing records and ledgers, issue and receipt for blood products issued.	Laboratory copies <i>[Amended by R. Wise per Jessica Spencer's e-mail, dated 4-4-96 and 5-1-96.]</i>	<i>Retire as permanent. Destroy after 10 years or when no longer needed to meet the accreditation requirements of the American Association of Blood Banks, whichever is later. (Note: Do not retire to a Federal records center.)</i>
4.01		Investigation and findings of each transfusion and lot numbers of reagents used.		Destroy after five years
4.02		Ledgers recording processing of each transfusion request, local agreement/contracts with civilian blood banks.		Destroy after ten years.

CURRENT AFR 4-20, VOL 2 1 MAY 1992

[~~To Be~~ Superseded]

TABLE 160-3

LABORATORY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	blood donor medical histories and blood bank agreements	Blood Donor Record Cards (DD572) recording reactions and disposition of blood donors, Shipping Inventory of Blood Products (DD Form 573), blood donor and blood bank processing records and ledgers, investigation and findings of each transfusion reaction investigation, quality control test results and lot numbers of reagents used, issue and receipt for blood products issued, ledgers recording processing of each transfusion request, local agreements/contracts with civilian blood banks	laboratory copies	destroy after 10 years. AUTH: NI-AFU-90-2