

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-AFU-96-18</i>	DATE RECEIVED <i>8-14-96</i>
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION DCS/COMMUNICATIONS & INFORMATION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION DIRECTORATE OR MISSION SYSTEMS			
4. NAME OF PERSON WITH WHOM TO CONFER OLTHEA S. CROOM	5. TELEPHONE 703-695-7612	DATE <i>4/29/97</i> ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	
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 <u>1</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE AUG 9 1996	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE ROBERT E. CARR, JR, Col, USAF Chief, Infrastructure Division	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	MEDICAL, STATISTICAL, AND RELATED REPORTS Air Force proposes changes to Table 41-13 Records directly support Congressionally mandated medical expenses tracking system. Information is transmitted to DOD on a monthly basis. The majority of the data is stored electronically and utilized on a daily basis. Medical facilities may choose to keep some paper copies of reports for use and historical reference. Decision logic table is being revised to account for deletion to maintain paper reports and accommodates maintenance of electronic media. See attached table format showing how we want to describe the retention of these records NO PRIVACY ACT ACTION	<i>N1-AFU-87-24</i> 87-24	<i>Job amended by R. Wire per O. Croom, 11-17-96</i>

TABLE 41-13				
MEDICAL, STATISTICAL, AND RELATED REPORTS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	Medical Expenses and Performance Reporting System (MEPRS)	computer data including the EAS III database (i.e., electronic media) <i>Expense Assignment SubSYSTEM (EAS)</i>	at MTFs	destroy after 5 fiscal years
9		medical expense and performance report (MEPR)		destroy after 5 fiscal years (See Note 1)
10		All other standard/adhoc EAS III reports		destroy when no longer needed
11		AF Form 3078, <i>Monthly Personnel Time and Salary Distribution</i>	<i>GRS 20, Item 8 b Delete (recycle) after...</i>	destroy after 3 months
12		nightly backup tapes		recycle after one week; cycle 5 tapes (See Note 2)
13		end-of-month ancillary cycle tape		recycle after 1 year; cycle 12 tapes (See Note 3)
14		end-of-month personnel backup tape		recycle after one year; cycle 12 tapes (See Note 3)
15		end of month Air Force per-merge backup		recycle after one year; cycle 12 tapes (See Note 3)
16		end-of-month EAS III system backup tapes (2 tapes)		recycle after one year; cycle 24 tapes (See Note 4)
17		end of year tapes (4 tapes)		recycle after two years; cycle 12 tapes (See Note 5)

NOTE(s)

1. Facilities have the choice of maintaining the MEPR in hard copy or electronic media.
2. Backups are performed daily with a set of five tapes, one for each duty day of the week, Monday through Friday. Friday's tape is also used to backup the weekend data. Recycle Monday's tape, the following Monday.
3. Backups are performed monthly using a different tape each month of the fiscal year. Recycle current October's End-of-Month set of tapes, the following October.
4. Backups are performed monthly using a set of two tapes each month of the fiscal year. Recycle current October's End-of-Month set of tapes, the following October.
5. Backups are performed yearly with a set of four tapes. Backups contain current fiscal year data plus two previous fiscal year's data.

[Job amended by R. Ware per O. Croom, 11-7-96]