

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
DCS/COMMUNICATIONS & INFORMATION

3. MINOR SUBDIVISION
DIRECTORATE OR MISSION SYSTEMS

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE
OLTHEA S. CROOM | **703-695-7612**

LEAVE BLANK (NARA use only)

JOB NUMBER **NI-AFU-97-8**

DATE RECEIVED **2-13-97**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 | ARCHIVIST OF THE UNITED STATES
8-11-97 | *John W. Carl*

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 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, 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 | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE
7 Feb 97 | *Robert E. Carr, Jr.* | **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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS (Table 41-12)</p> <p>Air Force proposes changes to Table 41-12</p> <p>Neuropsychological evaluations are used to estimate past abilities and velocity of suspected change. Mental health records, contribute valuable information to the neuropsychologists as they attempt to judge premorbid ability and rate of improvement or deterioration.</p> <p>See attached table format showing how we want to describe the retention of these records.</p> <p>NO PRIVACY ACT ACTION</p>		

AUG 21 1997 *copy to Agency*

TABLE 41-12**HEALTH, OUTPATIENT, AND MENTAL HEALTH CLINIC RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
10	Mental Health Treatment Active and Retired Military Personnel	detailed mental health notations of consultation, tests and treatment, maintained in the mental health clinic; including single and multi-diagnoses substance abuse cases	military personnel (active and retired)	retire to NPRC (MPR) 3 years after year of last treatment or evaluation (See Notes 1 and 5). (Exception: Single-diagnoses substance abuse case files closed before 1 Oct 94 will be maintained separately and destroyed 1 Oct 97 except that all 1982-1983 single-diagnoses drug case files will be maintained until 30 Sept 1999 and then destroyed AUTH: N1-AFU-97-2
10.01	Mental Health Treatment Active and Retired General Officers and Personnel on TDRL		general officers (active and retired) and personnel on TDRL	retire as provided in rule 4. AUTH: N1-AFU-90-3
10.02	Neuropsychological Test and Interpretative Report	specialized mental health records containing the results of detailed comprehensive neuropsychological examinations	in mental health clinic	retire to NPRC (MPR) 3 years after year of last treatment or evaluation (See Notes 1 and 5) AUTH:
11	Mental Health Treatment Nonmilitary Personnel	detailed mental health notations of consultation, tests and treatment, maintained in the mental health clinic; including multi-diagnoses substance abuse cases (substance abuse and mental health treatment)	nonmilitary personnel	retire to NPRC (CPR) 3 years after year of last treatment or evaluation (See Notes 1 and 5). AUTH: N1-AFU-90-3

TABLE 41-12

Continued

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
12	Mental Health Treatment USAFA Cadets-Graduates	detailed mental health notations of consultation, tests and treatment, maintained in the mental health clinic; including multi-diagnoses substance abuse cases (substance abuse and mental health treatment)	USAFA cadets-graduates	retire to NPRC (MPR) 3 years after year of last treatment or evaluation AUTH: N1-AFU-90-3
12.01	Mental Health Treatment USAFA cadets-disenrollees		USAFA cadets-disenrollees	retire to NPRC (MPR) 3 years after year of last treatment or evaluation AUTH: N1-AFU-90-3
13	Child/Family Advocacy	records dated prior to 1989	in mental health clinics	retire to NPRC (CPR) 3 years after year of last treatment or evaluation AUTH: N1-AFU-88-44
14.01	Family Advocacy At Family Advocacy Office	Child/Spouse Abuse Incident Report (DD Form 2486)	at family advocacy offices	retire to NPRC (MPR) 3 years after year of last treatment or evaluation AUTH: N1-AFU-88-44

NOTE(S):

1. Outpatient, mental health treatment and child/family 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.