

**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 OF MISSION SYSTEMS**

4. NAME OF PERSON WITH WHOM TO CONFER  
**OLTHEA S. CROOM**

5. TELEPHONE  
**703-695-7612**

LEAVE BLANK (NARA use only)

JOB NUMBER  
**NI-AFK-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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
**8-11-97**

ARCHIVIST OF THE UNITED STATES  
*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: **7 Feb 97** SIGNATURE OF AGENCY REPRESENTATIVE: *Robert E. Carr* 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 GRS OR SUPERSEDED JOB CITATION	10.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	<p><b>HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS (Table 41-12)</b></p> <p><b>Air Force proposes changes to Table 41-12</b></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><del>NO PRIVACY ACT ACTION</del></p>		

AUG 21 1997 *copy to Agency NR*

TABLE 41-12

## HEALTH, OUTPATIENT, AND MENTAL HEALTH CLINIC RECORDS

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

**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.

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TABLE 41-12		HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS (Table 41-12)		
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
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) 5 years after year of last treatment (See Notes 1 and 5).

psychiatric treatment

Amended by R. Wire per O. Croom, 2-20 and 3-4-97

**NOTE(S):**

- ① Outpatient, psychiatric 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.
2. Records dated before 1970 which were retired to NPRC (MPR or CPR) are in alphabetical sequence. Outpatient records for 1970 and later, retired to NPRC (MPR or CPR) per rules 2, 3, 5, 9, are in numerical, terminal digit order. From 1972 to 1988, shipments to NPRC (MPR or CPR) were accompanied by a file of clinic index cards in alphabetical order in the first box of each accession. These cards are no longer used as an index to outpatient records transferred and retired during these calendar years.
3. Receipts for outpatient/dental records hand-carried to other medical facilities during the preceding calendar year will be arranged in alphabetical sequence and retired in the last box of the outpatient records being retired for that year.
4. RESERVED
- ⑤ Records of personnel assigned to the installation and eligible family members still in the area should be retained if they expect to receive care at the facility, even though they did not receive care during the year. Likewise, records for retired military personnel and their eligible family members, or eligible family members of active duty personnel who do not accompany the sponsor should be retained when it is known that they still reside in the area and expect to receive care at the facility.
6. Before delivery of records to NATO and foreign national personnel, screen records in detail and remove all security information, regardless of specific classification. Forward classified records to HQ AFISA/INFOD for review and further transmission, if warranted, to the government concerned. Forward records of deceased personnel direct to HQ AFOMS/SGSB for transmittal to parent country. If, for some reason, delivery of records is not possible, forward them to the parent country through the appropriate US Defense Attache Office listed in AFDIR 37-135, for unclassified material.
7. A fire at NPRC (MPR) on 12 July 1973 destroyed approximately one million Master Personnel Records of AF personnel whose surnames begin with the letters "Hu" through "Z" and who were discharged between 25 September 1947 and 31 December 1963. An additional 432,000 records were salvaged. (No fire damage occurred to records of AF veterans whose surnames begin with the letters "A" to "Hu".) The destroyed records contained induction and enlistment records, assignment and promotion orders, outpatient/health and dental records, and separation records. If identifying information can be provided (such as veteran's dates of service, unit of assignment), NPRC can verify most of the facts about the member's military service. However, specific outpatient medical/dental data cannot normally be provided.
8. The 2-year period may be determined by cutting off at the end of the 2-year calendar cycle and holding for one year, or by monthly increments, dependent upon local policy. For example, records for the calendar year 1979 would be destroyed in January 1982; or, if records are retained on a monthly basis, January 1979 records would be destroyed in January 1981. If files are maintained on a daily basis, records may be destroyed at the end of the 2-year cycle for that day.
9. Nonmilitary personnel includes such group as nonmilitary foreign nationals and family members, family members of foreign national military personnel, except NATO, and family members (prior 1986) of NATO military personnel.
10. NPRC may destroy clinic index cards when encountered.
11. Transfer to the National Archives in 5-year blocks when latest document is 25 years old.

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