

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

E. J. Bilek *Dr. Fred Smith*

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION
Directorate of Administration

3. MINOR SUBDIVISION
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. K.J. Bilek

5. TEL. EXT.
11/29209

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAY 30 1974	JOB NO. NC 174-251
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
Date 6-12-74	<i>James B. Roads</i> Archivist of the United States

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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

24 MAY 1974
(Date)

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	MEDICAL, STATISTICAL, AND RELATED REPORTS (168-6) (Applicable Air Force-wide) See attached table 168-6, rules 6 and 6.1 which provide disposition instructions for documentation maintained by clinical record library hospitals when facility is inactivated. The recommended retention period will adequately serve all administrative and legal purposes of the Air Force.	DLT 168-6 Rules 6 and 6.1	

TABLE 168-6

MEDICAL, STATISTICAL, AND RELATED REPORTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	report of patients	Report of Patients (AF Form 235 series) which provides current data on various aspects of medical workload and capability	at HQ USAF and MAJCOMs	★ destroy after 3 years or when facility is inactivated, whichever is sooner.
2			below MAJCOMs	★ destroy after 2 years or when facility is inactivated, whichever is sooner.
3	clinical record cover sheets	duplicate copies of Clinical Record-Cover Sheets	accumulated by command surgeons for statistical purposes, as provided in AFM 168-420.	destroy after 90 days.
3.1	clinical record code sheet			
4	clinical reference indexes of diagnoses, operations, and deaths	machine listings, supplemented by Clinical Reference Index cards, maintained by all AF hospitals	at clinical record library hospitals	★ destroy 10 years after annual cutoff or when facility is inactivated, whichever is sooner.
5			at hospitals without clinical record libraries	★ destroy 5 years after annual cutoff or when facility is inactivated, whichever is sooner.
6	★ clinical record cover sheet tabulations (not clinical reference indexes of diagnoses, operations, and deaths (see rules 4 and 5))	monthly and periodic machine tabulations of data obtained from the clinical record cover sheets	★ at clinical record library hospitals	★ destroy 10 years after annual cutoff or when facility is inactivated.
6.1 ★			at hospitals without clinical record libraries	destroy 5 years after annual cutoff or when facility is inactivated.
7	health tables, charts, and statistical reports	data concerning disease rates, bed utilization, workload, etc	for local programs	destroy when purpose has been served.

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MEDICAL, STATISTICAL, AND RELATED REPORTS

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5			at hospitals without clinical record libraries	★ destroy 5 years after annual cut-off.
6	clinical record cover sheet tabulations	monthly and periodic machine tabulations of data obtained from the Clinical Record Cover Sheets	not Clinical Reference Indexes of Diagnoses, Operations, and Deaths (see rules 4 and 5)	destroy after 2 years.
7	health tables, charts, and statistical reports	data concerning disease rates, bed utilization, workload, etc	for local programs	destroy when purpose has been served.

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