

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

AFU

2 items
TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

LEAVE BLANK	
DATE RECEIVED OCT 16 1974	JOB NO. NC-AFU-75 - 7
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.	
<i>10-23-74</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

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:

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

9 OCT 1974

Herbert G. Geiger

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

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	PHYSICAL EXAMINATION RECORDS AND MEDICAL BOARD PROCEEDINGS (160-2) (Applicable Air Force-Wide) See attached table 160-2 rules 1 and 1.1 columns C and D which provide disposition instructions for copies of Report of Medical Examination and Medical History. Reports filed in the Field Record Group are subject to loss or to unauthorized removal thus creating a need for the reports of physical examination which have had to be forwarded for review to be retained until the potentially disqualifying defects need no longer be considered in deciding the issue of the member's case. This retention period will adequately serve all administration and legal purposes of the Air Force.	NN 170-33 160-2 Rules 1 and 1.1	

Copy to Agency 10/29/74

TABLE 160-2 PHYSICAL EXAMINATION RECORDS AND MEDICAL BOARD PROCEEDINGS

R U L E	A	B	C	D
1	If documents are or pertain to physical examinations reports	consisting of copies of Report of Medical Examination (SF 88) and Report of Medical History (SF 93), reflecting physical examinations performed in relation to discharge, release from active duty, retirement, flying, etc.; retained copies of electrocardiographic tracings of persons rejected for military service	which are * retained in an active reference file by a certification or waiver authority *not these filed in Field Record Group or retained in reference file (See Rule 1)	then * destroy when no longer required. destroy after 1 year.
1.1				

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