

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

1 item
TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

AFUC

LEAVE BLANK	
DATE RECEIVED APR 29 1975	JOB NO. NC - AFU - 75 - 58
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.	
5-16-75 (Date)	<i>James B. Plouffe</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE

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.

756-2384

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.

8 5 APR 1975

Herbert G. Geiger
(Signature of Agency Representative)

**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	MEDICAL, STATISTICAL, AND RELATED REPORTS (168-6) (Applicable Air Force-Wide) See attached table 168-6, rule 6.2 which provides disposition instructions for copies maintained at major command level concerning clinical cover sheet tabulations. Rules 6 and 6.1 provide for destruction after ten years and 5 years respectively. The retention period will adequately serve all legal and administrative requirements of the Air Force.	DLT 168-6 Rule 6.2	

Copy to Agency 5/20/75

TABLE 168-6

MEDICAL, STATISTICAL, AND RELATED REPORTS

R U L E	A	B	C	D
6.2 *	clinical record cover sheet tabulations. (not clinical reference indexes of diagnoses, operations, and deaths (see rules 4 and 5)	consisting of monthly and periodic machine tabulations of data obtained from the clinical record cover sheets	which are at MAJCOMs	then destroy when purpose has been served.