

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

AFU

LEAVE BLANK	
DATE RECEIVED <i>SEP 26 1975</i>	JOB NO. NC - AFU - 76 - 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>10-30-75</i> (Date)	<i>James B. Rode</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.

28 SEP 1975

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 EQUIPMENT MAINTENANCE TEST RECORDS (167-2) (Applicable Air Force-Wide) See attached new table 167-2 describing medical equipment testing records. They document the performance and results of testing performed semiannually and used either monthly or weekly. These documents are subject to inspection by representatives of Joint Commission on Accreditation of Hospitals. The retention periods will adequately serve all legal and administrative requirements of the Air Force.	DLT 167-2 Rules 1 thru 7	

Copy to Agency 11-7-75

* TABLE 167-2

MEDICAL EQUIPMENT MAINTENANCE TEST RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	conductivity test records	conductivity test record forms	used to document testing required by National Fire Protection Association Standard 56A	destroy after 2 years.
2	leakage current test records	leakage current measurements, general and leakage current measurements, EKG forms	applicable to equipment remaining in service	
3			applicable to equipment permanently removed from service	destroy concurrent with removal of equipment.
4	defibrillator performance test	DC defibrillator inspection forms	applicable to equipment remaining in service	destroy after 2 years.
5			applicable to equipment removed from service	destroy concurrent with removal of equipment.
6	audiometer calibration records	sound pressure level test data	applicable to equipment remaining in service	destroy after subsequent calibration is completed.
7			applicable to equipment permanently removed from service	destroy concurrent with removal of equipment.