REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

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

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

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)
MEDICAL EQUIPMENT MAINTENANCE TEST RECORDS (167-2)
(Applicable Air Force-Wide)

1. 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.

9. SAMPLE OR JOB NO.
DLT 167-2 Rules 1 thru 7

10. ACTION TAKEN

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

Date
23 SEP 1975

(Signature of Agency Representative)
Herbert G. Geiger

(Title)
Director of Administration

LEAVE BLANK
DATE RECEIVED
SEP 26 1975

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

(Artist of the United States)

10-30-75

SEPTEMBER 1975

STANDARD FORM 115
Revised January 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>conductivity test records</td>
<td>conductivity test record forms</td>
<td>used to document testing required by National Fire Protection Association Standard 56A</td>
<td>destroy after 2 years.</td>
</tr>
<tr>
<td>2</td>
<td>leakage current test records</td>
<td>leakage current measurements, general and leakage current measurements, EKG forms</td>
<td>applicable to equipment remaining in service.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>applicable to equipment permanently removed from service.</td>
<td>destroy concurrent with removal of equipment.</td>
</tr>
<tr>
<td>4</td>
<td>defibrillator performance test</td>
<td>DC defibrillator inspection forms</td>
<td>applicable to equipment remaining in service.</td>
<td>destroy after 2 years.</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>applicable to equipment removed from service.</td>
<td>destroy concurrent with removal of equipment.</td>
</tr>
<tr>
<td>6</td>
<td>audiometer calibration records</td>
<td>sound pressure level test data</td>
<td>applicable to equipment remaining in service.</td>
<td>destroy after subsequent calibration is completed.</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td>applicable to equipment permanently removed from service.</td>
<td>destroy concurrent with removal of equipment.</td>
</tr>
</tbody>
</table>