

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

Return

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

LEAVE BLANK	
DATE RECEIVED 5 JUL 1977	JOB NO. NC1 AFM 77 90
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.	
7-12-77 (Date)	<i>James B. Rhoads</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.

767-4496

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.

29 JUN 1977

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	INDIVIDUAL DENTAL HEALTH RECORDS AND X-RAYS (Applicable Air Force-Wide) (162-1) See attached table 162-1, rules 4 and 5 which provides for the retirement of dental health records and X-rays two years after date of last treatment, rather than three years. Rule 6 permits retirement of civilian dental health records at the end of each calendar year after employee transfers or separates from Federal Service. Air Force has determined that the requests for reference to these records does not warrant a three year retention period.	NN-170-33	

Copies sent to agency, NAWM and NCRS per 7/15/77

162. **Dental Service.** These tables cover documentation pertaining to dental services and programs, including dental research and prevention of dental diseases, examination and treatment of personnel, administration of dental clinics and dental prosthetic laboratories.

TABLE 162-1

INDIVIDUAL DENTAL HEALTH RECORDS AND X-RAYS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	individual dental health records	dental health record folders containing dental examination and treatment forms: such as Dental Health Record (SF 603), Consultation, Laboratory Reports, Dental Patient History, Periodontal Scoring Chart, and related records and data	AF active duty military personnel	see AFR 35-44 and AFM 162-1.
2			Army, Navy, and Marine Corps active duty military personnel	see AFMs 162-1 and 168-4.
3			retired AF general officers and personnel on temporary disability retired list (TDRL)	retire to AFMPC/DPMDR, Randolph AFB TX 78148, 1 year after annual cutoff (see note).
4			retired military personnel (except personnel in rule 3)	★ retire to NPRC (CPR) 2 years after year of last treatment.
5			dependents of military personnel	
6			civilian employees of the Army, Navy, and Air Force	★ retire records of employees transferred to an AF activity within the Military District of Washington or to another activity within the Federal Service, and records of employees who are separated from the Federal Service, to NPRC (CPR) at the end of each calendar year.
7			foreign nationals	see table 168-4.
8			American Red Cross personnel	see table 168-4, and note.
9			Coast Guard personnel on active duty	retire to Commandant (PM), US Coast Guard, Wash DC 20226, 1 year after annual cutoff (see note).