

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

5 items

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:

LEAVE BLANK	
DATE RECEIVED NOV 29 1976	JOB NO. NC 1-AFU- 77-40
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.	
12-15-76 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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.

23 NOV 1976

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT S. 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	LABORATORY RECORDS (160-3) (Applicable Air Force-Wide) See attached table 160-3, rules 3 through 4 which have been revised and adds three new rules 3.1, 3.2, and 3.3. The seven year retention period is based on the Department of Health, Education and Welfare, Food and Drug Administration regulations as they apply to the Department of the Air Force, US License No 610 for the manufacture of blood products. The Air Force is required to furnish a complete audit trail for all blood components including donors' medical histories, blood processing records, compatibility testing data and transfusion documentation. All associated contracts and/or agreements with civilian blood providers must also be available as they form a part of the legal audit trail. The recommended retention periods will adequately serve all legal and administrative requirements of the Air Force.	NN170-33	

Copy to Agency 12-17-76

TABLE 160-3

LABORATORY RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	clinical laboratory reports	duplicate copies of clinical laboratory reports, water and food analysis, periodic reports of laboratory activities	laboratory copies	destroy after 1 year.
2	ledgers and logs	general purpose ledgers of clinical specimens or patient identification information, shipping and receiving registers		
3 ★	blood transfusion	blood transfusion forms (SI 518) 3 copies to request blood products	laboratory copies	destroy after 7 days if product not required.
3.1 ★		SI 518 3rd copy retained when product is issued with 1st and 2nd copies		destroy upon receipt of 2nd copy with transfusion data section completed.
3.2 ★		SI 518 1st copy, original, post transfusion	patient chart copy to record transfusion and reaction data	file in patients chart after completion.
3.3 ★		SI 518 2nd copy, post transfusion	laboratory records concerning transfused blood products	destroy after 7 years if no longer required for patient treatment data.
4 ★	blood donor medical histories, reactions and dispositions, donor blood processing records, blood bank processing records and ledgers, quality control records, blood shipping records, investigation of transfusion reactions, contracts or agreements with civilian blood banks	Blood Donor Record Cards (DD 572) recording reactions and disposition of blood donors, (DD 573) Shipping Inventory of Blood Collections, investigation and findings of each transfusion reaction investigation, quality control test results and lot numbers of reagents used, issue and receipt for blood products issued, ledgers recording processing of each transfusion request, local agreements with civilian blood banks	laboratory records concerning all steps in the procedures of obtaining and transfusing blood products	