

**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.

767-4496

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 19 APR 1978	JOB NO. NCIAFU 78 34
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.	
<u>4-28-78</u> (Date)	<u>James B. Rhoads</u> 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.

10 APR 1978

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	HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS (168-5) (Applicable Air Force-Wide) See attached table 168-5, rules 13 and 14 which provides disposition instructions for child advocacy files. It is Air Force policy to prevent child abuse and neglect and their attendant problems and to identify, treat and rehabilitate the abuser or neglecter as well as to treat the abused child.	NN 170-33	

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sent to agency and NPRC (CPR) - 5/2/78 JP

TABLE 168-5 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
7			Coast Guard personnel on active duty	forward to Commandant (PM), US Coast Guard, Wash DC 20226, 1 year after year of last treatment.
8			★ Allied and neutral military personnel	see table 168-4, note 3.
9			Veterans Administration beneficiaries	retire to NPRC (CPR) 1 year after year of last treatment.
9.1			Air Force Academy Cadets	after record is complete following cadet's departure from USAF Academy, forward to cadet records, USAF Academy, for inclusion with the personnel records.
9.2	clinic index cards	3×5" index cards	removed from the Nominal Clinic Index file at time corresponding Out-patient Record is transferred or retired	arrange in alphabetical order and retire in the same shipment as Out-patient Records being retired for that year.
10	psychiatric treatment records	detailed psychiatric notations of consultation, tests, and treatment maintained in the psychiatric clinic	military personnel	cut off at the end of each calendar year; hold 5 more years; retire to NPRC (CPR).
11			nonmilitary personnel	
12			Air Force Academy Cadets	for disenrollees hold at USAFA for 25 years, then destroy; for graduates, hold at USAFA for 50 years, then destroy.
13 ★	child advocacy		maintained in mental health clinic	cut off at the end of each calendar year; hold 5 more years; retire to NPRC (CPR). (note 1)
14 ★	AF Form 120, Child Advocacy Committee Report		maintained at HQ USAF/SGPC	destroy after 5 years.

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