

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

cc: 6/25/79

LEAVE BLANK

JOB NO
NCI-AFU-79-38

DATE RECEIVED
25 JUN 1979

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-20-79 *James B. Roode*
Date Archivist of the United States

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
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. K.J. Bilek

5. TEL. EXT
694-3495

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE
20 JUN 1979

D. SIGNATURE OF AGENCY REPRESENTATIVE
Herbert G. Geiger

E. TITLE
**HERBERT G. GEIGER, Chief
Information Mgt and Resource Div**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p style="text-align: center;">ADMINISTRATIVE PATIENT RECORDS (168-3) (Applicable Air Force-Wide)</p> <p>See attached table 168-3, rule 9, which describes emergency room documentation and provides disposition instructions after 5 years. This retention meets the new requirement of The Joint Commission on Accreditation of Hospitals and adequately serves all Air Force requirements.</p>	NCI-AFU-78-35	

cc: NAM-7/25/79
Copy sent to agency: 7/24/79: [Signature]

7	physical medicine rehabilitation	hospital records maintained for each patient who, in the physical medicine rehabilitation service, receives treatment consisting of physical therapy, occupational therapy, physical reconditioning, or functional rehabilitation	retained as a basis for preparing periodic reports to the Surgeon General, HQ USAF	destroy after 1 year.
8	consent forms	individual authorizations for influenza (flu) immunizations	maintained in separate files	retain 1 year after annual cutoff, hold 4 years in staging area, then destroy.
9 *	emergency room register	books, ledgers or similar volumes	used to record patient identification, date and time of arrival, complaint, disposition and time of departure	destroy after 5 years.

Note: WD-MD Forms 52 and WD-AGO Forms 8-24, arranged in alphabetical order, should have been retired to NPRC (MPR); those arranged in numerical sequence should have been destroyed.