

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

6/27/79

LEAVE BLANK

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

JOB NO

NCI-AF4-79-40

DATE RECEIVED

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

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

7-23-79 *James B. Rood*  
Date Archivist of the United States

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

22 JUN 1979

D. SIGNATURE OF AGENCY REPRESENTATIVE

*Herbert G. Geiger*

E. TITLE

HERBERT G. GEIGER, Chief  
Information Mgt and Resource Div

7. ITEM NO.

1

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

AEROSPACE MEDICINE PROGRAM RECORDS  
(161-1) (Applicable Air Force-Wide)

See attached table 161-1, rule 5, which describes flying or special operational duty log, AF Form 1041, and provides disposition instructions after 5 years. The retention period will adequately serve all Air Force requirements.

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

CC: NUM 7-24-79. *lit*  
Copy sent to Agency: 7/25/79. *R.H.*

**161. Aerospace Medicine.** These tables cover documentation pertaining to aircrew and aerospace effectiveness programs, physiological training, and other medical activities related to flying personnel, occupational health, bioenvironmental engineering, military public health, and control of communicable diseases.

**TABLE 161-1**

**AEROSPACE MEDICINE PROGRAM RECORDS**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If documents are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	aerospace medicine reports	reports and comparable records	used in supervising and monitoring the Aerospace Medicine Program applying the principles of Flight Medicine, Military Public Health, and Occupational Medicine	destroy after 2 years. ( <i>Exception:</i> Destroy copies maintained for research and teaching when purpose has been served.)
<b>2</b>	*medical recommendation for change in flying or special operational duty		originals filed in member's health record	retain according to Chapter 3, AFM 168-4.
<b>3</b>			*copies in flight management Offices and Aircrew Training/Evaluation Records (AF Form 846)	*retain all copies currently applicable; for example, last annual or incoming clearance, any grounding until it is replaced by a copy returning the member to flying or special operational duty.
<b>4</b>	application for airman medical certificate, and report of medical examination	copies of FAA forms of medical history and examination	retained, according to AFR 160-104, by aviation medical officers authorized to perform medical examinations for applicants for FAA medical certificates	destroy after 2 years.
<b>5</b> *	medical recommendation for flying or special operational duty log		used by medical facility to record AF Form 1042 actions	destroy after 5 years.