

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

10/22/80

NC

LEAVE BLANK	
JOB NO	NCI-AFU-81-5
DATE RECEIVED	October 27, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-31-80 <i>Date</i>	<i>Herbert G. Geiger</i> <i>Archivist of the United States</i>

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. R. P. Dwyer

5. TEL. EXT.

694-3494

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 17 OCT 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">LABORATORY RECORDS (Table 160-3) (Applicable Air Force-wide)</p> <p>The attached proposed changes to AFM 12-50, Table 160-3, Rule 15 adds additional documentation (raw count workloads) to the rule and establishes minimum 2 year retention. The minimum retention time for these documents is required for Air Force laboratories accreditation with the College of American Pathologists.</p>	NN 170-33	1 Item

*Closed Out: 11-3-80: K.T.D.
Copy sent to Agency*

TABLE 160-3

LABORATORY RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15	*summaries, survey reports, workloads, and special reports	*year-end summaries of laboratory activities, quality control, and/or proficiency survey reports, raw count workloads for preparing reports, and other special reports concerning specimens and/or activities	for patient treatment or laboratory management purposes	*destroy after 2 years or when no longer needed for patient treatment, training or management purposes, whichever is later.