

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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, 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

LEAVE BLANK

JOB NO

NCI-AFU-81-64

DATE RECEIVED

June 25, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-8-81
Date

Robert K. Warr
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 JUN 22 1981	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
1	<p>NOTIFICATIONS AND ADMINISTRATIVE DOCUMENTS PERTAINING TO INDIVIDUALS (Table 168-2) (Applicable Air Force-wide)</p> <p>Air Force proposes to change disposition of Table 168-2, Rule 13 documents from 2 years to 4 months. These documents consist of a Hospital Incident Statement with supporting data.</p> <p>The medical treatment facility Risk Manager/Hospital Administrator extracts the pertinent data from the statement and supporting data and includes it in other hospital management documents. When this is completed, the statement has served its only intended purpose; to act as a "flag" or indicator for hospital management. It then has no substantive retention value; thus is expendable.</p>	NN-173-348	1 item

Closed Out: 7-20-81: (T.T.)
Copy to Agency

TABLE 168-2

NOTIFICATIONS AND ADMINISTRATIVE DOCUMENTS PERTAINING TO INDIVIDUALS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
13	hospital incidents or unusual occurrences	statements, with supporting data	used to record data, identify problem or problem areas, and establish follow-up or remedial action	*destroy after 4 months, or when no longer needed, which- ever is sooner.