

Wallace

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

Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

5. TEL. EXT.

694-3494

LEAVE BLANK

JOB NO.

NCI-AFU-83-34

DATE RECEIVED

11/18/82

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1-4-83

Date

R. Wallace
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 10 NOV 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. TITLE JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration
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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
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HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC
RECORDS (Table 168-5)
(Applicable Air Force-wide)

Air Force proposes addition of two rules to Table 168-5, as follows:

- 1 Rule 15. Added to cover copies of emergency care and treatment medical records in the hospital emergency room. Two year retention is sufficient, as the originals are filed in the medical record.
- 2 Rule 16. Added to assist medical personnel in locating the table/rule to dispose of emergency room control register.
- 3 Note 8. Added to explain cutoff period for Rule 15 documents.

No mass data change sheet required. Copy of job sent to NNM by RAW on 1/5/83. Copy to agency, 1-27-83; BWS.

2 items

TABLE 168-5

HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15	emergency room treatment	copies of SF 558 (medical record - emergency care and treatment)	at emergency room	destroy after 2 years. (note 8).
16	emergency room control register			see table 168-3, rule 9.
<p>Note 8. The two-year period may be determined by cutting off at the end of the two-year calendar cycle and holding for one year, or by monthly increments, dependent upon local policy. For example, records for the <u>calendar</u> year 1979 would be destroyed in January 1982; or, if records are retained on a <u>monthly</u> basis, January 1979 records would be destroyed in January 1981. If files are maintained on a daily basis, records may be destroyed at the end of the two-year cycle for that <u>day</u>.</p>				