

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-83-56

DATE RECEIVED
1/27/83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-16-83 *[Signature]*
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: **3 JAN 1983**

D. SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature]*

E. TITLE: **MARK H. COON, Major, USAF
Acting Chief, Documentation Mgmt
Directorate of Administration**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	NURSING SERVICE RECORDS (Table 168-10) (Applicable Air Force-wide) Rule 2. Nursing service reports disposition needs to be increased to 1 year. Current 3 months disposition is not sufficient, as the nursing service reports are needed by field command hospitals for 1 year for researching data requested by higher headquarters and other bases and for compiling statistics for nurse staffing assignments, manning requirements, and manhour reports.	NN-170-33	

No mass data change sheet required.

Copy to agency, 2-25-83; 88.

1 item

TABLE 168-10

NURSING SERVICE RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
2	nursing service report	Nursing Service 24-Hour Report (AF Form 587), or comparable forms		*destroy after 1 year.