

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		LEAVE BLANK
1. FROM (AGENCY OR ESTABLISHMENT) DEPARTMENT OF THE AIR FORCE		JOB NO. NC1-AFU-84-43
2. MAJOR SUBDIVISION Directorate of Administration, HQ USAF		DATE RECEIVED 8-31-84
3. MINOR SUBDIVISION Records Mgt Branch		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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
4. NAME OF PERSON WITH WHOM TO CONFER Mr R. P. Dwyer	5. TEL. EXT. 694-3494	<i>De 10, 84</i> Date <i>John K. [Signature]</i> Archivist of the United States

8. 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 27 AUG 1984	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	E. TITLE GRACE T. ROWE Documentation Mgt Branch
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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
	ADMINISTRATIVE PATIENT RECORDS (Table 168-3) (Applicable Air Force-wide)		
1	Rule 8. Column C information is added, as explained in item 2.	NC1-AFU-78-35	
2	Rule 8.1. Added to file influenza immunization consent forms for 1983 and later in the patient's Outpatient Record. This disposition change from Rule 8 is the result of recent medical and legal decisions and instructions from the Communicable Disease Center.		
<i>No mass data change sheet required. Copy of job sent to agency by RAW on 12-18-84.</i>			2 items

TABLE 168-3

ADMINISTRATIVE PATIENT RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
Item 1 8	consent forms	individual authorizations for influenza immunizations	*completed prior <sup>to</sup> 1983 ^	destroy after 5 years.
Item 2 8.1 *			completed in 1983 and later	file in the patient's Outpatient Record.