

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
Records Mgt Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mr R. P. Dwyer

5. TEL. EXT.

694-3527

LEAVE BLANK	
JOB NO. NCI-AFU-85-2	
DATE RECEIVED 10/5/84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>Dec 18 1984</i> Date	<i>Bill McVay</i> 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 5 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 28 SEP 1984	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	E. TITLE GRACE T. ROWE Records 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
1	<p>ENVIRONMENTAL HEALTH (Table 161-6) (Applicable Air Force-wide)</p> <p>Table 163-1 currently covers disposition of veterinary service records concerning animal care and food service functions. Effective 1 October 1983, the Air Force transferred animal care functions to the Army and established Environmental Health as a part of Aeromedical Services to manage the food service functions and to oversee animal bites/rabies matters. Table 163-1 is retained to consist of only one rule to cover disposition of animal research records at medical laboratories. Table 161-6 is established to cover disposition of food services and animal bites/quarantine records.</p> <p>Rule 1-5 (currently Table 163-1, Rules 1-4 and 6). Rule 1 description is revised to change title of AF Form 1148, delete Class 5 of AF Form 1148, and delete AF Form 1149, Daily Veterinary Food Inspection Record - Origin Inspection, as these deleted documents no longer exist. Rule 3 disposition is changed slightly for clarity purposes. Rule 2, 4 and 5 have no changes.</p>	NC-AFU-76-9	3 items

No mass data change sheet required. Copy of job mailed to agency and to NNM by RAN on 12-18-84.

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	Rules 6 and 7 (currently Table 163-1, Rules 7 and 8). Revised to include the Food Inspection Stamp Record and related documents together rather than as two separate rules; distinguish between those stamps not destroyed, lost or stolen and those that are; and eliminate the dual disposition of current Table 163-1, Rule 7.		
3	Rule 8 (currently Table 163-1, Rule 9). No changes.		
4	Rules 9 and 10 (currently Table 163-1, Rules 10 and 11). Location of documents is changed to show that copies of both the Food Handler Medical Certificate and Training Certificate are kept at Environmental Health.		
5	Rules 11 - 13 (currently Table 163-1, Rules 13 and 14). Rule 11 is changed to show location of documents, Rule 12 has no changes, and Rule 13 is added to destroy unsatisfactory food service medical evaluations at other offices.		
6	Rule 14 (currently Table 163-1, Rule 15). No changes.		
7	Rules 15 - 17 (currently Table 163-1, Rules 26 - 28). Rules 15 and 17 have no changes. Rule 16 location of copies of Animal Bite Report and Rabies Quarantine Notification is changed to "Environmental Health".		
8	NOTE (currently Table 163-1, NOTE). No changes.		
9	Current Table 163-1, Rule 17. Research animal service records are retained as Rule 1.		
10	Current Table 163-1, Rules 12, 18, 19, 21 - 25 and 32. These rules are deleted, as the Air Force transferred these animal care records and functional responsibilities to the Army.	NC1-AFU- 78-33	
11	Current Table 163-1, Rule 16. This "reference" rule is no longer necessary.		
12	Current Table 163-1, Rules 5, 20, 29 - 31 and 33 - 36. These "RESERVED" rules are deleted.		

[Items 1-2 of the job]

[Rule 13 is Item 3 of the job]

TABLE 161-6

ENVIRONMENTAL HEALTH

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	food inspection	*AF Form 1148, Daily Food Nonconformance Record - Classes 4 and 8		No Change
3		routine inspection reports and correspondence		*destroy after 1 year, or when no discrepancies are outstanding, whichever is later. <i>No substantive change</i>
Item 1 6		*DD Form 1740, Food Inspect- ion Stamp Record, and re- lated documents	*for stamps not des- troyed, lost or stolen	*destroy 1 year after form is superseded.
Item 2 7			*for stamps destroyed, lost or stolen	*destroy 2 years after investi- gation is completed.
9	food handlers records	DD Form 2019, Medical Certificate	*original at employing facility and copy at Environmental Health	No Change
10		AF Form 1216, Food Handler Training Certificate		No Change
11	food service medical evaluation	AF Form 977, Food Facility Sanitation Check List, re- sults of microbiological analyses, periodic summaries of findings, and other re- lated data	*at medical inspection service	No Change
Item 3 13 *			unsatisfactory reports at other offices	destroy when no longer needed.
16	animal bites/quarantine	AF Form 1551, Animal Bite Report and Rabies Quarantine Notification	*copy at Environmental Health	No Change

[Job Amended per telephone conversation with Richard Dwyer, 11/29/84] GAT