

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NCI-AFU-85-38

DATE RECEIVED

8-27-85

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION

Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mr R. P. Dwyer

5. TELEPHONE EXT.

694-3494

DATE

1-15-86

ARCHIVIST OF THE UNITED STATES

Frank A. Bunk

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

20 AUG 1985

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe

D. TITLE

GRACE T. ROWE
Records Management Branch
Directorate of Administration

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (INARS USE ONLY)

- | 7. ITEM NO | 8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (INARS USE ONLY) |
|------------|--|-----------------------------------|-----------------------------------|
| | PHYSICAL EXAMINATION RECORDS AND MEDICAL BOARD PROCEEDINGS (Table 160-2) (Applicable Air Force-wide) | | |
| 1 | Rule 6. Column C has a minor change by stating that these records apply only to the medical qualifications (medically qualified) of the applicants. The disposition has a minor change by stating that the DOD Medical Examination Review Board (DODMERB) sends these physical examination reports to the appropriate college at end of current year cycle versus 30 June each year. | NCI-AFU-76-41 | |
| 2 | Rule 6.1. Column C has a minor change by stating that these records apply only to the medical qualifications (medically unqualified) of the applicants. The disposition has a minor change by stating to destroy the physical examination reports at end of current year cycle versus 30 June each year, and delete unnecessary words "after conversion to microfilm." | NCI-AFU-76-41 | |
| 3 | Rule 6.3. Disposition is changed by stating to destroy these physical examination reports at end of current year cycle versus 30 June each year, and apply this disposition to all applicants' physical examination reports versus only those of overaged applicants. The DODMERB now sees no need to keep any Rule 6 and 6.1 physical examination reports longer than 5 years. | NCI-AFU-76-41 | |

4 items

copy sent to agency 1-16-86
NM

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
4	Rule 6.5. Disposition is changed to destroy computer entries of Rule 6.4 records 2 years after end of current year cycle versus when no longer needed. The DODMERB now needs these machine listings relating to scheduling and management of physical examinations for a fixed time period.	NC1-AFU-83-60	

TABLE 160-2

PHYSICAL EXAMINATION RECORDS AND MEDICAL BOARD PROCEEDINGS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
6	applicants to a Service Academy/ROTC Scholarship Program/Uniformed Services University of Health Sciences (USUHS)	original hard copy of physical examination reports and other records of medical qualifications	*at DOD Medical Examination Review Board (DODMERB) for medically qualified applicants	*send to the appropriate Service Academy, ROTC Program or USUHS to which the applicant was accepted at end of current year cycle.
6.1			*at DODMERB for medically unqualified applicants	*destroy at end of current year cycle.
6.3		microfilm copies of rules 6 and 6.1 records	at DODMERB	*destroy 5 years after end of current year cycle.
6.5		computer storage file of rule 6.4 records		*destroy 2 years after end of current year cycle.