

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*Air Force Use Differentiated
1 item*

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. K. J. Bilek

5. TEL. EXT.
11-29209

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 28 JUN 1973	JOB NO. NN-173-343
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including omdenments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
Date 7-18-73	<i>James B. Rhoads</i> Archivist of the United States

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

27 JUN 1973

Herbert G. Geiger

**HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration**

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	MINUTES OF MEDICAL MEETINGS, PROFESSIONAL STAFFING, AND PROFESSIONAL ACTIVITIES REPORTS (160-1) (Applicable Air Force-wide) See attached table 160-1, rule 3 which provides for a 30-year retention of these training records rather than retire to WNRC as permanent documentation. The revised retention period is compatible with other medical training records described in table 50-2, rule 1.	NN 170-33 DLT 160-1	

Proposed Table

160. Medical Service. These tables cover documentation pertaining to establishing standards; performing, interpreting, and reviewing physical examinations; medical professional services related to patient care in specialized fields; and operation of a medical laboratory service.

TABLE 160-1

MINUTES OF MEDICAL MEETINGS, PROFESSIONAL STAFFING, AND PROFESSIONAL ACTIVITIES REPORTS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	medical staff and committee meetings	minutes of such meetings		destroy after 4 years.
2	consultants employment records	correspondence and forms relating to requests, applications, authorizations, and approvals for hiring civilian medical consultants at hospitals		destroy 6 months after termination of employment.
3	intern and resident training	individual training records, including rating reports for interns and residents undergoing formal professional training at hospitals		★ retain for 30 years at facility, then destroy; if facility is deactivated, retire to NPRC/MPR to be retained until 30-year period has expired.
4	report of professional activities of AF medical treatment facilities	reports of the types, quality, and quantity of professional services rendered by medical treatment facilities, together with information on consultant programs and professional meetings during the report period		destroy after 1 year.

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Current Tables

160. Medical Service. These tables cover documentation pertaining to establishing standards; performing, interpreting, and reviewing physical examinations; medical professional services related to patient care in specialized fields; and operation of a medical laboratory service.

TABLE 160-1				
MINUTES OF MEDICAL MEETINGS, PROFESSIONAL STAFFING, AND PROFESSIONAL ACTIVITIES REPORTS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	medical staff and committee meetings	minutes of such meetings		destroy after 4 years.
2	consultants employment records	correspondence and forms relating to requests, applications, authorizations, and approvals for hiring civilian medical consultants at hospitals		destroy 6 months after termination of employment.
3	intern and resident training	individual training records, including rating reports for interns and residents undergoing formal professional training at hospitals		retain at facility until inactivation; retire as permanent to WNRC.
4	report of professional activities of AF medical treatment facilities	reports of the types, quality, and quantity of professional services rendered by medical treatment facilities, together with information on consultant programs and professional meetings during the report period		destroy after 1 year.

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TABLE 50-2

INDIVIDUAL ACADEMIC RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	training progress The proposed Rule 3, Table 160-1, is in keeping with the provisions of Rule 1, above.	records of individual training and education of each student, indicating subjects studied, number of hours devoted to their study, final grade or rating of proficiency obtained in each subject and/or the reason for noncompletion of the course of study, required to be maintained by AF schools by current directives, and recording of such data on service and qualification records of individual	at Air University and USAF School of Aerospace Medicine	destroy 30 years after individual completes or discontinues a training course.
1.1			at Medical Service School	hold 2 years after individual completes or discontinues a training course; then retire to WNRC where they will be destroyed after 28 additional years.
2			at USAF Special Investigations School	hold for 25 years after course is completed; destroy
3			originals, at ATC other than field training detachments (FTDs)	hold 2 years after individual completes or discontinues a training course, retire to WNRC where they are held 8 more years and destroyed.
3.1			at field training detachments (FTDs)	destroy after 2 years.
4			copies of individual training record	destroy on graduation or elimination of the student from training.
5			records other than in rules 1 through 4	destroy 10 years after individual completes or discontinues a training course
6			unit training program	general military training records
7	physical training	basic military training check sheets and schedules		destroy after completion of basic training
8		reports pertaining to supervision of physical training and athletic programs, athletic teams, and activity reports		destroy after 1 year or on inactivation of activity, whichever is sooner.