

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*Air Force Use Differentiated
1 item*

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 omdements, 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

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:

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	<p>MINUTES OF MEDICAL MEETINGS, PROFESSIONAL STAFFING, AND PROFESSIONAL ACTIVITIES REPORTS (160-1) (Applicable Air Force-wide)</p> <p>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.</p>	<p>NN 170-33 DLT 160-1</p>	

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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