

*Air Force undifferentiated*

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*11/21/73*

(See Instructions on Reverse)

NN-173-348

LEAVE BLANK	
DATE RECEIVED <b>08 JUL 1973</b>	JOB NO. <b>NN-173-348</b>
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 "with-drawn" in column 10.	
Date <b>7-18-73</b>	<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**

**5. TEL. EXT.**

**Mr. K. J. Bilek**

**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.

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

**28 JUN 1973**

*Herbert G. Geiger*

(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
	<p align="center"><b>NOTIFICATIONS AND ADMINISTRATIVE RECORDS PERTAINING TO INDIVIDUALS (168-2) (Applicable Air Force-wide)</b></p> <p>See attached table 168-2, rule 13 which provides disposition for hospital incidents or unusual occurrences documentation. The recommended retention period will adequately serve all administrative and legal purposes of the Air Force.</p>	DLT 168-2	

TABLE 168- 2 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8	death reports	retained copies of Certificate of Death or comparable reports of notification to civil authorities of deaths at AF installations (except those in the Clinical Record)		
9	AF death notification	reports of notifications of deaths at AF installations		destroy after 3 months.
10	CHAP (Children Have a Potential) program	CHAP case files	administrative records of referrals, evaluations, counseling, etc	destroy 2 years after closing date.
11		reports required by MAJCOMs		destroy after 1 year.
11 1	CHAMPUS (Civilian Health and Medical Program of the Uniformed Services)	CHAMPUS case files (copies)	in oversea areas serviced by USAF approving authorities	destroy 5 years after end of FY to which they pertain.
12	medical warning tag	request for issuance of tags	at embossing facility	destroy after 1 year.
13 ★	hospital incidents or unusual occurrences	statements, with supporting data	used to record data, identify problem or problem areas, and establish follow-up or remedial action	destroy after 2 years.

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