

*Wallace*

**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  
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER  
  
Mr. R.P. Dwyer

5. TEL EXT  
  
694-3494

<b>LEAVE BLANK</b>	
JOB NO  NC1-461-82-10	
DATE RECEIVED June 2, 1982	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-23-82 <i>Date</i>	<i>John M. Kane</i> <i>Archivist of the United States</i>

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 2 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 <b>26 MAY 1982</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. TITLE JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>MEDICAL SERVICE (USAFAR 12-50, Table 160-1) (Applicable for Air Force Academy Only)</p> <p>Air Force proposes changes to Table 160-1, as follows:</p> <p>Title: Changed to better describe the documents.</p> <p>Rule 1: Document disposition is changed to allow their destruction sooner than after 3 months, as there is no need to keep them if purpose has been served.</p> <p>Rule 2: Formerly Table 168-1, Rule 3 documents. Only minor change to description. Current Rule 2 documents are now disposed of per AFM 12-50, Table 160-4, Rule 6.</p> <p><i>No mass data change sheet required.</i></p>	NN-170-32	<i>2 items</i>

*Closed out: 9-27-82:cm*  
*Copy to Agency*

TABLE 160-1

## MEDICAL SERVICE

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	cadet injury/illness report	forms documenting cadet's duty limitations, restrictions or excusals resulting from medical treatment or examination	at the Cadet Clinic	destroy after 3 months or when purpose has been served, which- ever is sooner.
2	vision survey	forms recording information on refractions for cadets	at Optometry Clinic	destroy when superseded, obso- lete, or no longer needed.