

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER NI-AFU-02-16	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 6/3/2002	
1. FROM (Agency or establishment) Department of the Air Force		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Communications and Information			
3. MINOR SUBDIVISION Enterprise Information Resource Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Olthea S. Croom	5. TELEPHONE NUMBER (703) 588-6194	DATE 7-26-02	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>77</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>28 May 02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Air Force Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The SF115 relates to the three rules on the first attached sheet, involving temporary electronic records. Specifically, these three rules are to be added to the following attached tables in AFMAN 37-139:  Tables 41-1 through 41-17, Tables 44-1 through 44-7, and Tables 48-1 through 48-7.  The three rules on the first attached sheet will apply to all series in these tables, except as noted in the text adjoining the three rules.  The attached tables themselves have been <u>crossed out</u> because this SF115 covers, for each table, only the three rules involving temporary electronic records.		
<i>cc: Agency, HR, NWML</i>			

**JOB N1-AFU-02-16**

These three rules (involving temporary electronic records) should be added to Table 41-1 through Table 41-17, Table 44-1 through Table 44-7, and Table 48-1 through Table 48-7

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

The above three rules will apply to all series covered by the above-mentioned tables, with the following exceptions:

- 1) Rules “a”, “b”, and “c” will not apply to series relating to the following rules which cover unscheduled records:

<u>Table</u>	<u>Rule</u>	<u>Table</u>	<u>Rule</u>
44-1	1	44-3	13
44-1	2	44-3	22
44-1	3		

- 2) Rules “a” and “b” will not apply to series relating to the following rules which cover permanent records or records that could be permanent in electronic form:

<u>Table</u>	<u>Rule</u>	<u>Table</u>	<u>Rule</u>
41-3	4	44-4	8
41-12	1	48-1	2
41-12	1.01	48-2	9
41-12	17	48-4	1.01
44-2	11	48-5	1
44-3	9	48-5	2
44-3	9.01	48-7	4

41. **Health Service.** These tables cover records pertaining to professional activities of MTF's, professional credential reviews, physical examinations, aeromedical evacuation, medical logistics, medical equipment maintenance, medical records maintenance, pharmacy, medical service accounts, and hospital accreditation.

TABLE 41-1				
MINUTES OF MEDICAL MEETINGS, PROFESSIONAL STAFFING, AND PROFESSIONAL ACTIVITIES REPORTS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	medical staff and committee meetings			see table 44-7. AUTH: N1-AFU-90-3
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. AUTH: N1-AFU-90-3
3	intern and resident training	individual training records, including rating reports for interns and residents undergoing formal professional training at hospitals		hold for 50 years at training locations, then destroy. AUTH: N1-AFU-90-3

**TABLE 41-1**  
Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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. AUTH: N1-AFU-90-3
5	professional credentials review files of medical staff members and allied health care practitioners			see table 44-7. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE 41-2**

**PHYSICAL EXAMINATION RECORDS AND MEDICAL BOARD PROCEEDINGS**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	physical examination reports	copies of Report of Medical Examination (SF 88) and Report of Medical History (SF 93), reflecting physical examinations performed in relation to discharge, release from active duty, retirement, flying, etc.; retained copies of electrocardiographic tracings of persons rejected for military service	not filed in Field Record Group or retained in reference file (see rule 1.1)	destroy after 1 year. AUTH: N1-AFU-90-3
<b>1.01</b>			retained in an active reference file by a certification or waiver authority	destroy when no longer needed. AUTH: N1-AFU-90-3
<b>2</b>	physical examination work sheets	worksheets used in preparing physical examination reports		destroy when information has been transcribed to record copies of Report of Medical Examination. AUTH: N1-AFU-90-3
<b>3</b>	medical board proceedings	records of Medical Board proceedings, except for copies filed in clinical records or Field Records Group		destroy after 1 year. AUTH: N1-AFU-90-3
<b>4</b>	visual classification and qualification	copies of tests-with accompanying statistical reports-administered as part of the process of classifying individuals reporting for induction		

TABLE 41-2

Continued.

	A	B	C	D	
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>	
<b>5</b>	visual standards for varied AF assignments	correspondence, reports, statistics, and literature on vision, refraction and similar items		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3	
<b>6</b>	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. AUTH: N1-AFU-90-3	
<b>6.01</b>			at DODMERB for medically unqualified applicants	destroy at end of current year cycle. AUTH: N1-AFU-90-3	
<b>6.02</b>			at examining facilities	destroy after 1 year. AUTH: N1-AFU-90-3	
<b>6.03</b>			microfilm copies of rules 6 and 6.1 records	at DODMERB	destroy 5 years after end of current year cycle. AUTH: N1-AFU-90-3
<b>6.04</b>			machine listings relating to scheduling and management of physical examinations, such as daily transaction listings, error listings, scheduling actions, and all other related computer generated products	system working papers (not maintained in applicants individual file folder) at DODMERB	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
<b>6.05</b>		computer storage file of rule 6.4 records		destroy 2 years after end of current year cycle. AUTH: N1-AFU-90-3	
<b>7</b>	physical examinations of local wage rate and domestic employees	physical examinations, x-rays and related documents		destroy on termination of individual's employment. AUTH: N1-AFU-90-3	
<b>8</b>	medical examinations of foreign students	medical examination reports and related documents on foreign students eliminated for physical reasons from AF training		destroy after 1 year. AUTH: N1-AFU-90-3	

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 41-3

## AEROMEDICAL EVACUATION RECORDS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	patient air evacuation reports	daily aeromedical patient evacuation reports and related papers concerning the holding and movement of patients within the domestic aeromedical evacuation system		destroy after 3 months. AUTH: N1-AFU-90-3
<b>2</b>	patient transfer records	Request for Patient Transfer or comparable forms used to record information required to transfer patients from one military medical facility to another	originals	file as a part of the medical record accompanying the patient. AUTH: N1-AFU-90-3
<b>3</b>			for local use	destroy after patient has been transferred, or forms are no longer needed. AUTH: N1-AFU-90-3
<b>4</b>			Patient Evacuation Tag or comparable forms, consisting of the ship's record office tab, embarkation tab, and debarkation tab	basic tag
<b>5</b>			duplicate copy	destroy on completion of local action. AUTH: N1-AFU-90-3
<b>6</b>		Patient Evacuation Manifest or comparable forms and supporting records used to list patients delivered to the same offload terminal		destroy after 1 year. AUTH: N1-AFU-90-3
<b>7</b>		Patient's Baggage Tag, or comparable forms, including the patient's stub used when baggage is moved together with the patient in the same military common carrier		destroy on delivery of baggage to the destination medical treatment facility. AUTH: N1-AFU-90-3
<b>8</b>		patient transfer recommendations and authorizations		destroy 3 months after transfer of patient. AUTH: N1-AFU-90-3
<b>9</b>		Patient Arrival Notices	at overseas commands	destroy after 6 months. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a" and "b" do not apply to rule 4.

<b>RULE</b>	<b>A</b> <b>If the records are or pertain to</b>	<b>B</b> <b>consisting of</b>	<b>C</b> <b>which are</b>	<b>D</b> <b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 41-4				
MEDICAL LOGISTICS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	medical logistics system	stock record account data on magnetic cartridge and diskettes		destroy (overwrite) when all interfaces are processed and verified. AUTH: GRS20,ITEM4
2	medical materiel edit lists	records of transactions that were processed with invalid data as identified by specific error messages, such as the AFMLO catalog edit list, status edit list, mass issue validation list, and AFMLO load error list		destroy when no longer needed or on assurance of correct computer processing. AUTH: GRS20,ITEM4
3	medical materiel requirements list	mechanically prepared listings of potential requisitions		destroy 1 month after completion and verification of requisition actions. AUTH: GRS20,ITEM4
4	due-in/due-outs	records of all current due-in/due-outs and related status documents	due-in/due-out suspense list	destroy when all annotated actions are verified. AUTH: GRS20,ITEM4
5		records of items below safety level	requisition trouble list, part I	
6		records of items requiring follow-up	requisition trouble list, part II	
7		records of items exceeding average pipeline time in transit	requisition trouble list, part III	
8		list of local purchase items in purchase order number sequence	requisition trouble list, part IV	
9	medical materiel document register	mechanically prepared accountable registers prescribed in AFMs 67-1 and 167-230 that reflect specific property transactions	blocks I, II, III, IV, V, VI	destroy 1 year after close of FY to which they pertain. AUTH: GRS20,ITEM4
10	medical materiel transaction register		records of transactions and balances for a specific month	
11			controlled item register containing records of transactions and balances for substances controlled under the Comprehensive Drug Abuse Prevention and Control Act	

TABLE 41-4				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
12	medical materiel stock status report	mechanically prepared listings of item master records showing asset data, requirements data, consumption and inventory data	output from monthly processing	destroy when no longer needed. AUTH: GRS20,ITEM4
13			"as required" reports	
14	prime substitute relationships	mechanically prepared listings of prime to substitute item relationships and deletions		destroy when superseded. AUTH: GRS20,ITEM4
15	medical inventory stratification report	mechanically prepared listings of stratification of on hand and due-in assets		destroy after 1 year. AUTH: GRS20,ITEM4
16	reports of local purchase	mechanically prepared reports of issues of commercial items considered for stock listing		
17	medical materiel reference records	specifications, supply catalogs, publication indexes, and equipment guides		destroy when superseded or obsolete. AUTH: GRS20,ITEM4
18	medical custodian receipt records	listings and custodian request/receipts that reflect authorized equipment in use for each custodian account	custodian copies	destroy when superseded. AUTH: GRS20,ITEM4
19			MEMO file copies	
20			suspense file copies	destroy when no longer needed. AUTH: GRS20,ITEM4
21	source documents	issue/turn-in records, shipping/receiving records, property disposal turn-in records, reports of survey, statements of charges, copies of collection vouchers retained by the property officer, DOD single line release/receipt records, notice of lost or missing records, or other records which pertain to accountable type transactions and contain valid document numbers	local purchase receiving records	see table 177-18, rule 7 (note). AUTH: GRS20,ITEM4
22			purchase orders, destruction documents and related records	destroy 1 year after close of FY to which they pertain. AUTH: GRS20,ITEM4
23		catalog change actions, due-in/due-out reconciliation, and other documents needed to support an entry or transaction on the document register		destroy after all actions are completed and verified. AUTH: GRS20,ITEM4
23.01	base closure or realignment	records and documentation of personal property left at closing bases to assist affected communities, e.g., Requisition and Invoice/Shipping Document (DD	at commands and/or base operating location site manager	destroy 2 years after final conveyance of personal property. AUTH: N1-AFU-94-11

TABLE 41-4

Continued.

	A	B	C	D
<b>R U L E</b>	If the records are or pertain to	consisting of	which are	then
		Form 1149) and DOD Single Line Item Release/Receipt Document (DD Form 1348-1)		
24	excess reports	daily excess reconciliation, excess reported list, monthly excess reconciliation, and records of their status		destroy when superseded or after all excess actions are completed. AUTH: GRS20,ITEM4
25	dated item management	mechanically prepared listings of dated items requiring quality assurance review	dated item reconciliation list	destroy after all actions are completed and verified. AUTH: GRS20,ITEM4
26			nonrotatable dated item list, part I	
27			nonrotatable dated item list, part II	
28	standard medical materiel inventories	manual forms associated with supply inventory used to record inventory balances		destroy 2 years after close of FY to which they pertain. AUTH: GRS20,ITEM4
29		physical inventory count list, physical inventory balance register, dated item inventory list, inventory accuracy analysis		
30		base inventory adjustment document and MEMO inventory adjustment document		
31	biennial inventory of controlled substances	mechanically prepared listings or manual forms used to certify inventory stock position of drugs or other substances designated by Drug Enforcement Agency as Schedule II, III, IV, or V controlled substances		
32	record maintenance	PUZ, SPZ, and BRR actions list, QA record catalog changes, MOV transaction list, and daily balance register		destroy after required action is completed and verified. AUTH: GRS20,ITEM4
33	interface with other standard mechanical systems	mechanically prepared listings of information to be transferred by magnetic media to other operating systems (ADRSS/BCAS/MMAS)	AUTODIN transaction list and local purchase interface list	destroy after interface is verified. AUTH: GRS20,ITEM4
34			finance transaction list	
35	War Reserve Materiel (WRM) Management	mechanically prepared listings to assist in the management of WRM	QA receipt list, QA inspection list, QA record catalog	destroy after actions are completed and verified. AUTH: GRS20,ITEM4

**TABLE 41-4**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
36			changes, WRM validation list, residue balance list, outshipment list, etc.	
37		mechanically prepared listings of WRM projects and their levels	procurement fund summary record, dated item budget requirement report, extended expiration date list	destroy when superseded. AUTH: GRS20,ITEM4
38			WRM stock status work list	destroy when no longer needed. AUTH: GRS20,ITEM4
39			WRM stock status report	destroy upon receipt of annually validated list. AUTH: GRS20,ITEM4
40	financial reports	mechanically prepared listings of WRM projects showing overages and shortages	WRM readiness list	destroy when superseded or no longer needed. AUTH: GRS20,ITEM4
41		base medical inventory management report, BSMO/BAFO financial reconciliation, MEMO/BAFO financial reconciliation, medical materiel management report, trial balance, operating statements, special reports, and other similar reports		destroy 1 year after close of FY to which they pertain. AUTH: GRS20,ITEM4
42	using activity (cost center) property	cost center master list, project fund management report, and cost center delete/error list		destroy when superseded. AUTH: GRS20,ITEM4
43		registers and files including custody receipts, property issue and turn-in records, and other records reflecting transactions during the month		destroy after 1 year. AUTH: GRS20,ITEM4
44	medical materiel systems trouble reports	temporary issue receipts used as temporary custody receipts		destroy or return to individual on return of property. AUTH: GRS20,ITEM4
45	medical equipment management reports	forms and related correspondence, e.g. messages, Systems Change Release Document (AF Form 636), etc.		destroy after 1 year. AUTH: GRS20,ITEM4
46		machine listings, supply support reports, and similar type reports relating to equipment control, identification, redistribution, changes, accounting, monetary obligations, surveillance, etc.	reports of medical and nonmedical in-use equipment	destroy after 1 year, or when no longer needed, whichever is later. AUTH: GRS20,ITEM4
			index number change	destroy when

TABLE 41-4

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
			list, index number control list	superseded or no longer needed. AUTH: GRS20,ITEM4
47	custodian account files	individual files of personnel authorized to receipt for supplies and property, containing current and noncurrent specimen signatures, name, grade, and cost center of custodian, and waivers granted for use of stamps when numerous repetitive signatures are required		destroy 1 year after being superseded or obsolete. AUTH: GRS20,ITEM4
48	medical equipment maintenance	work order registers		destroy after 1 year. AUTH: GRS20,ITEM4
49		mechanically prepared listings pertaining to scheduling of the work load		destroy when no longer needed. AUTH: GRS20,ITEM4
50		machine listings of bench stock balances and other listings used for spare parts management		destroy on receipt of new listings for a valid processing cycle. AUTH: GRS20,ITEM4
51		equipment historical maintenance files	for items not transferred	destroy on receipt of new report. AUTH: GRS20,ITEM4
52			for items transferred	destroy after 3 months. AUTH: GRS20,ITEM4
53		maintenance source list		destroy when superseded. AUTH: GRS20,ITEM4
54		mechanically prepared listings that reflect work accomplished against equipment requiring maintenance	scheduled	destroy 2 years after "as of" date. AUTH: GRS20,ITEM4
55	unscheduled		destroy when no longer have equipment. AUTH: GRS20,ITEM4	
56	local recurring listings and reports		not covered elsewhere in this table	destroy when superseded or no longer needed. AUTH: GRS20,ITEM4

**NOTE:** Transfer to base records staging area 1 year after the close of the FY to which they pertain. Accounting and Finance then takes custody of these local purchase receiving records, considering them as financial records of the basis for disbursement of funds.

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 41-5

## MEDICAL EQUIPMENT MAINTENANCE TEST RECORDS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	conductivity test records	forms recording testing required by National Fire Protection Association Standard 56A		destroy after 2 years. AUTH: N1-AFU-90-3
2	leakage current test records	leakage current measurements, general and leakage current measurements, EKG forms	applicable to equipment remaining in service	
3			applicable to equipment permanently removed from service	destroy when equipment is removed. AUTH: N1-AFU-90-3
4	defibrillator performance test	DC defibrillator inspection forms	applicable to equipment remaining in service	destroy after 2 years. AUTH: N1-AFU-90-3
5			applicable to equipment removed from service	destroy when equipment is removed. AUTH: N1-AFU-90-3
6	audiometer calibration records	sound pressure level test data	applicable to equipment remaining in service	destroy after subsequent calibration is completed. AUTH: N1-AFU-90-3
7			applicable to equipment permanently removed from service	destroy when equipment is removed. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 41-6

## MEDICAL FACILITY EQUIPMENT REPORTING

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	transaction reject list	listings of errors detected during computer processing of records of transactions that were mechanically determined to be invalid and were not processed or a message displayed to indicate incomplete master records		destroy after assurance of correct computer processing or when no longer needed. AUTH: N1-AFU-90-3
<b>2</b>	transaction register	registers containing reports of all valid transactions input to a processing cycle		destroy on receipt and validation of a complete master list. AUTH: N1-AFU-90-3
<b>3</b>	tape control list	records showing creation date of last updated master, cost center and control file		destroy upon receipt and validation of next processing cycle. AUTH: N1-AFU-90-3

**TABLE 41-6**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
4	cost center master list	records of all valid activities		destroy upon receipt of new list. AUTH: N1-AFU-90-3
5	equipment requirement worksheet	report of all durable supply and equipment items identified for use in the new facility		
6	equipment purchase list	report of items requiring procurement action and/or provides status of items due-in		
7	dollar value recapitulation			
8	warehouse space required/in-use/available	report of the dollar value of all items required, due-in, in storage, in use, installed and short		
9	equipment installation requirement list	reports of all items requiring installation and/or some type of utility requirement		
10	master list	list of all master records		
11	budgetary list	report of all financial data by item, type item and fiscal year		

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 41-7

## MEDICAL WAR RESERVE MATERIEL (WRM) QUALITY ASSURANCE

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	medical materiel management system (MMMS)	medical war reserve materiel quality assurance subsystem (MWRMQAS) data on magnetic tape		destroy (delete) when no longer needed. AUTH: N1-AFU-90-3
2	creation lists	initial listings received when activating MWRMQAS		destroy when no longer needed. AUTH: N1- AFU-90-3
3	tape control lists	records of current tapes		destroy upon validation of next listing. AUTH: N1-AFU-90-3
4	edit lists	records of invalid transactions as identified by error messages		destroy after corrections have been processed and verified, or when no longer needed, whichever is later. AUTH: N1- AFU-90-3

**TABLE 41-7**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
5	inspection and alphabetical lists	records of location of assets and management data		destroy when superseded, or no longer needed, whichever is later. AUTH: N1-AFU-90-3
6	transfer action lists	records of relocation actions		destroy when no longer needed. AUTH: N1-AFU-90-3
7	validation lists	records of differences between quantity on hand and inventory code		destroy when superseded, or no longer needed, whichever is later. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 41-8

## GENERAL ADMINISTRATIVE RECORDS OF MEDICAL ACTIVITIES

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	medical services staffing	reports reflecting staffing data, used for budget planning and to validate manpower requirements	at HQ USAF	destroy after 5 years. AUTH: N1-AFU-90-3
2			copies other than rule 1	destroy after 3 years. AUTH: N1-AFU-90-3
3	nonavailability statements	facility copy of Uniformed Services Medical Treatment Facility Nonavailability Statement (NAS) (DD Form 1251) or comparable forms and related records used to authorize civilian medical services for prescribed CHAMPUS beneficiaries	at medical facilities	destroy after 2 years. AUTH: N1-AFU-90-3
4	third party liability notice	records accumulated as a result of the reporting procedures to the staff judge advocate under the Medical Care Recovery Act (42 U.S.C. 2651-3)		destroy 1 year after reconciliation with base staff judge advocate's files. AUTH: N1-AFU- 90-3
5	medical facility inspection reports	reports of internal sanitary inspections of medical facilities-such as inspection of wards, quarters, messes and food, barber and beauty shops	reports of specific problems where correction of deficiencies awaits budgetary or work order action	destroy on completion of such action. AUTH: N1-AFU-90-3

**TABLE 41-8**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
6			reports other than rule 5	destroy after 3 months. AUTH: N1-AFU-90-3
7	status reports of inactive and surplus hospitals	statistical reports and related papers pertaining to status and capability of inactive and surplus USAF hospitals and dispensaries		destroy after 5 years. AUTH: N1-AFU-90-3
8	medical checklist	medical investigator's checklist for casualties of aircraft accidents		destroy after 3 months. AUTH: N1-AFU-90-3
9	ambulance emergency requests	hospital alert information (aircraft/missile crash)		
10	affiliation agreements	affiliation agreements with civilian medical/training education institutions and related records for record/monitoring purposes		destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
11	patient or clinical service questionnaires/surveys			see table 44-7. AUTH: N1-AFU-90-3
12	line of duty determination	first copy of AF Form 348	at medical facilities	see table 36-16, rule 8.1. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 41-9

## NOTIFICATIONS AND ADMINISTRATIVE RECORDS PERTAINING TO INDIVIDUALS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	very seriously ill reports	copies of Report of Very Seriously Ill, Removal from Very Seriously Ill Roster, or other comparable reports	at registrar offices	destroy on disposition or death of patient. AUTH: N1-AFU-90-3
2	very seriously ill roster	Roster of Very Seriously Ill, or comparable rosters		destroy after 3 months. AUTH: N1-AFU-90-3
3	clearance sheets	checklist of clearance of personnel, indicating turn back of property, return of books to library, and comparable clearances	at hospitals	
4	leave requests	requests by patients for formal leave during hospitalization		destroy on return of patient. AUTH: N1- AFU-90-3
5	intervening illness statements	copies of reports submitted to justify, because of illness, noncompliance with assignment orders, orders to active duty, or other orders		destroy after 6 months. AUTH: N1-AFU-90-3

TABLE 41-9

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>6</b>	spectacle issue and receipt records for repeat refracture cases	cards or records indicating the diagnosis and type of spectacles prescribed, and recording the receipt for spectacles issued, including spectacle issue card and spectacle receipt		destroy after 3 years. AUTH: N1-AFU-90-3
<b>7</b>	(RESERVED)			(RESERVED)
<b>8</b>				
<b>9</b>				
<b>10</b>	AFSEC (Air Force Services for Exceptional Children) Program	AFSEC case files consisting of referrals, evaluations, counseling, and related records		destroy 2 years after closing date. AUTH: N1-AFU-90-3
<b>11</b>		reports required by HQ AFMOA/SGPS		destroy after 1 year. AUTH: N1-AFU-90-3
<b>11.01</b>	CHAMPUS (Civilian Health and Medical Program of the Uniformed Services)	CHAMPUS case files (copies)	in overseas areas serviced by AF approving authorities	destroy 5 years after end of FY to which they pertain. AUTH: N1-AFU-90-3
<b>12</b>	medical warning tag	request for issuance of tags	at embossing facilities	destroy after 1 year. AUTH: N1-AFU-90-3
<b>13</b>	hospital incidents or unusual occurrences			see table 44-7. AUTH: N1-AFU-90-3
<b>14</b>	medical, dental examination and immunization	physical, clinical, dental examination, and immunization rosters	action copies	destroy after 3 months. AUTH: N1-AFU-90-3
<b>15</b>			all copies other than rule 14	destroy when action copy, annotated by medical facility, is returned to MRF. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

<b>RULE</b>	<b>A</b> <b>If the records are or pertain to</b>	<b>B</b> <b>consisting of</b>	<b>C</b> <b>which are</b>	<b>D</b> <b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 41-10

## ADMINISTRATIVE PATIENT RECORDS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	register of patients	books or similar volumes containing Register of Patients forms on which register numbers are assigned in numerical sequence to patients admitted to a medical facility	paper records (not microfilmed)	hold for 50 years at facility and then destroy; if facility is deactivated, retire to NPRC (MPR) for remainder of 50-year period. AUTH: N1-AFU-90-3
<b>1.01</b>			paper records (microfilmed)	retire paper to NPRC(MPR) after 1 year (or upon inactivation), wherein it is destroyed after 49 additional years (note). AUTH: N1-AFU-90-3
<b>2</b>	master index of patients	cards or computer entries used as a nominal index to patients admitted to a medical treatment facility, including related forms accumulated at Army hospitals before transfer to AF	paper records (not microfilmed)	destroy (delete entries) after 30 years, or when facility is deactivated or placed on standby status, whichever is sooner. AUTH: N1-AFU-90-27
<b>2.01</b>			paper records (microfilmed)	retire paper to NPRC(MPR) after 1 year (or upon inactivation), where it is destroyed after 29 additional years (note). AUTH: N1-AFU-90-3
<b>3</b>	locator cards for hospital patients	cards containing patient identification data (not to include master index of patients)	at information desk	destroy 3 months after disposition of patient. AUTH: N1-AFU-90-3
<b>4</b>			at other locations	destroy after 1 month or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>5</b>	admission and disposition	admission and disposition lists or similar consolidated reports of patient action-such as admissions, dispositions, interward transfers		destroy after 1 year. AUTH: N1-AFU-90-3
<b>6</b>	(RESERVED)			(RESERVED)
<b>7</b>	occupational therapy treatment record	individual record used to identify each patient who receives occupational therapy		destroy after 1 year. AUTH: N1-AFU-90-3

**TABLE 41-10**  
Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
8	consent forms	individual authorizations for influenza immunizations	completed prior 1983	destroy after 5 years. AUTH: N1-AFU-90-3
8.01			completed in 1983 and later	file in the patient's Outpatient Record. AUTH: N1-AFU-90-3
9	emergency room control registers	books, ledgers or similar volumes used to record patient identification, date and time of arrival, complaint, disposition and time of departure		destroy after 2 years. AUTH: N1-AFU-88-34

**NOTE:** Hold microforms at medical facility and destroy per Table 37-14, Rule 15.

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 41-11

## INPATIENT RECORDS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	inpatient records (See Note 1)	inpatient records of US military personnel, including retired (except as provided in rules 5, 6, 8, 8.1, 8.2), AF cadets and OSI agents	without inpatient record libraries	retire to NPRC (MPR) 1 year after annual cutoff. AUTH: N1- AFU-90-3
2			with inpatient record libraries or at the special treatment center	retire to NPRC (MPR) 5 years after annual cutoff or on inactivation of inpatient record library or hospital (See Notes 2 and 3). AUTH: N1- AFU-90-3
3		inpatient records of nonmilitary personnel (except as provided in rules 5, 7, 8, 8.1, 8.2)	without inpatient record libraries	retire to NPRC (CPR) 1 year after annual cutoff. AUTH: N1-AFU-90-3
4			with inpatient record libraries or at the special treatment center	retire to NPRC (CPR) 5 years after annual cutoff or on inactivation of inpatient record library or hospital (See Notes 2 and 3). AUTH: N1- AFU-90-3
5		inpatient records of patients (military and nonmilitary) transferred to another military medical facility	with and without inpatient record libraries	forward as prescribed by appropriate medical guidance. AUTH: N1- AFU-90-3

**TABLE 41-11**

Continued.

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
6		inpatient records of patients transferred to a Veterans Administration hospital	with and without inpatient record libraries	transfer (including X-rays) to the VA hospital with the patient (See Note 4). AUTH: N1-AFU-90-3
7		inpatient records of American Red Cross personnel	with and without inpatient record libraries	send to Medical Director, American Red Cross, Washington DC 20006, at end of each month. AUTH: N1-AFU-90-3
8		inpatient records of Coast Guard personnel, with or without inpatient record libraries	on active duty officers	1 year after cutoff, send to Commandant G-PO, US Coast Guard, Washington DC 20593. AUTH: N1-AFU-90-3
8.01			on active duty enlisted personnel	1 year after cutoff, send to Commandant G-PE, US Coast Guard, Washington DC 20593. AUTH: N1-AFU-90-3
8.02			on reserve officers/enlisted personnel	1 year after cutoff, send to Commandant G-RA, US Coast Guard, Washington DC 20593. AUTH: N1-AFU-90-3
9		(RESERVED)		(RESERVED)
10				
11		inpatient records of Veterans Administration beneficiaries	without inpatient record libraries	retire to NPRC (MPR) 1 year after annual cutoff. AUTH: N1-AFU-90-3
12			with inpatient record libraries or at the special treatment center	retire as provided in rule 2. AUTH: N1-AFU-90-3
13		inpatient records of NATO military personnel and their dependents (1986 and later for dependents)	with and without inpatient record libraries	deliver original records (including X-ray film and medical examination reports) in a sealed envelope to the individual concerned on transfer to another AF base or return to parent country following termination of training (see table 41-12, note 6). AUTH:

**TABLE 41-11**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
				NI-AFU-90-3
14		inpatient records of foreign national military personnel except NATO, non-military foreign nationals, their dependents, and dependents (prior 1986) of NATO military personnel	without inpatient record libraries	retire as provided in rule 3. AUTH: NI-AFU-90-3
15			with inpatient record libraries or at the special treatment center	retire as provided in rule 4. AUTH: NI-AFU-90-3
16	(RESERVED)			(RESERVED)
17	duplicate index of patients (nominal index)	(not required after 1990 inpatient records are retired)	with inpatient record libraries	retire with the inpatient records to which they pertain (See Note 2). AUTH: NI-AFU-90-3
18	registers of patients			see table 41-10, rule 1. AUTH: NI-AFU-90-3
19	field medical cards	US Field Medical Card or similar form used in field identification of casualties for further medical care	originals	file in patient's inpatient records. AUTH: NI-AFU-90-3
20			duplicates	destroy after it has served as a basis for preparation of patient's record and any required notification action. AUTH: NI-AFU-90-3
21	fetal monitor strips	(FMS created after 1 Jan 91 are retired in SSN terminal digit sequence)	without inpatient record libraries	retire to NPRC (CPR) 1 year after annual cutoff in register number sequence (notes 1 and 2). AUTH: NI-AFU-90-3
21.01			with inpatient record libraries	retire to NPRC (CPR) 5 years after annual cutoff in register number sequence (notes 1 and 2). AUTH: NI-AFU-90-3
22	fetal monitor locator cards	(not required after 1990 FMS are retired)	without inpatient record libraries	retire 1 year after annual cutoff in alphabetical order with fetal monitor strips to which they pertain. AUTH: NI-AFU-90-3
22.01			with inpatient record libraries	retire 5 years after annual cutoff in alphabetical order with fetal monitor strips to which they pertain. AUTH: NI-AFU-90-3

**NOTE(S):**

1. Inpatient records of patients whose cases are completed by return to duty, death, separation or retirement from the service, absence without leave or desertion, or discharge from the medical treatment facility (in cases of nonmilitary personnel) are placed in an inactive file after entries are verified. a. In hospitals without inpatient record libraries, arrange the inactive files alphabetically by patients' last names. Effective 1 January 1991, inactive files are maintained and retired in SSN terminal digit order. Records are grouped as follows: (1) US military, including retired and AF Academy cadets. (2) All others. Cutoff inactive file annually and establish a new file as of 1 January. b. In hospitals with inpatient record libraries, maintain inpatient records in register-number sequence. Beginning 1 January 1991, maintain records in SSN terminal digit order. c. Inpatient records pertaining to military personnel and nonmilitary patients are destroyed 50 years after date of latest record. Inpatient records for active duty personnel treated at Public Health Service medical facilities are retired to and destroyed by NARA Regional Federal Records Centers 50 years after date of last treatment; however, address requests for medical records to the facility where treatment was received.

2. This applies to inpatient record library hospitals only. a. Retire inpatient records of patients discharged prior to 1 January 1991 in register number sequence in the two categories prescribed in note 1 (see also rules 2 and 4). Each category of inpatient records is accompanied by an alphabetical listing or 3X5 cards, in alphabetical sequence, which contain the patient's name (last, first, middle initial), register number, and SSN (or service number) as a minimum where applicable (see rule 17). Since inpatient records are retired in register number sequence, it is essential that the related nominal index file is retired for reference purposes in the first box of each accession at the records centers. b. Records of patients discharged on or after 1 January 1991 are retired in SSN terminal digit order. Since these records are filed in a discoverable manner, it is unnecessary to include an alphabetical listing with the shipment.

3. EXCEPTION: USAF Regional Medical Center Keesler, retire 4 years after annual cutoff.

4. If VA returns the inpatient record, file it under its register number and retire as provided in rules 1 and 2, this table. If the record pertains to a patient discharged on or after 1 January 1991, file it under the patient's SSN and retire as above.

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

<b>RULE</b>	<b>A</b> If the records are or pertain to	<b>B</b> consisting of	<b>C</b> which are	<b>D</b> then
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 41-12

## HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	health records of active duty military personnel (USAFA cadets) (See Notes 1, 2, 7)	health record folders containing records of dental and medical care, including accounts of outpatient treatment (see appropriate medical guidance)		maintain and forward as prescribed in AFI 36-2608, AFI 47-101, and appropriate medical guidance. AUTH: N1-AFU-90-3
<b>1.01</b>	health records of AF reserve personnel			maintain and forward as prescribed in AFI 36-2608 and appropriate medical guidance. AUTH: N1-AFU-90-3
<b>1.02</b>	health records	loose unidentifiable medical outpatient records that AFMPC and MTF Health Record Committee cannot match-up with applicable health record folders		destroy immediately. AUTH: N1-AFU-87-26
<b>2</b>	medical health records for other than active duty military personnel (notes 1, 2, 3, 5)	medical health record folders as prescribed in appropriate medical guidance containing records of outpatient/dental records, hand-carried to other medical facilities	nonmilitary personnel (including family members of retired military personnel)	retire to NPRC (CPR) 2 years after year of last treatment (except as provided in rules 3, 6, 7, 7.1, 7.2, 8, 8.1, 9 and 9.1) (See Notes 5 and 9). AUTH: N1-AFU-90-3

TABLE 41-12				
Continued.				
	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
3			civilian employees	retire records of employees who are separated from the federal service to NPRC (CPR) in an Employee Medical Folder along with the Official Personnel Folder. AUTH: N1-AFU-90-3
4			retired AF general officers and AF personnel on temporary disability retired list (TDRL)	retire to HQ AFMPC/DPMDOM2B, Randolph AFB TX 78150, 3 years after year of last treatment. AUTH: N1-AFU-90-3
5			other retired military personnel	retire to NPRC (MPR) 2 years after year of last treatment (See Note 5). AUTH: N1-AFU-90-3
5.01			family members of retired military personnel	see rule 2. AUTH: N1-AFU-90-3
6			American Red Cross personnel	send to Medical Director, American Red Cross, Washington DC 20006, 3 years after year of last treatment. AUTH: N1-AFU-90-3
7			on Coast Guard active duty officers	1 year after year of last treatment, send to Commandant G-PO, US Coast Guard, Washington DC 20593. AUTH: N1-AFU-90-3
7.01			on Coast Guard active duty enlisted personnel	1 year after year of last treatment, send to Commandant G-PE, US Coast Guard, Wash DC 20593. AUTH: N1-AFU-90-3
7.02			on Coast Guard reserve officers/enlisted personnel	1 year after year of last treatment, send to Commandant G-RA, US Coast Guard, Washington DC 20593. AUTH: N1-AFU-90-3

**TABLE 41-12**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>8</b>			NATO military personnel and their family members (1986 and later for family members)	deliver original records in a sealed envelope to the individual concerned on transfer to another AF base or return to parent country following termination of training (See Note 6). AUTH: N1-AFU-90-3
<b>8.01</b>			foreign national military personnel except NATO (1986 and later)	retire as provided in rule 2. AUTH: N1-AFU-90-3
<b>9</b>			Veterans Administration beneficiaries	retire to NPRC (MPR) 1 year after year of last treatment. AUTH: N1-AFU-90-3
<b>9.01</b>			USAFA cadets	after record is complete following cadet's departure from USAFA, send to Cadet Records, USAF Academy, for inclusion with the personnel records. AUTH: N1-AFU-90-3
<b>9.02</b>	clinic index cards	clinic index (AF Form 1942) cards prepared for eventual inclusion with retired outpatient records.		destroy immediately (notes 2 and 10). AUTH: N1-AFU-88-40
<b>10</b>	psychiatric treatment	detailed psychiatric notations of consultation, tests and treatment, maintained in the psychiatric clinic; including multi-diagnoses substance abuse cases (substance abuse and psychiatric treatment)	military personnel (active and retired)	retire to NPRC (MPR) 2 years after year of last treatment (See Notes 1 and 5). (Exception: All 1982-1983 drug case files will be maintained until 30 Sep 1999 IAW current guidance.) AUTH: N1-AFU-90-3
<b>10.01</b>			general officers (active and retired) and personnel on TDRL	retire as provided in rule 4. AUTH: N1-AFU-90-3
<b>11</b>			nonmilitary personnel	retire to NPRC (CPR) 2 years after year of last treatment (See Notes 1 and 5). AUTH: N1-AFU-90-3

**TABLE 41-12**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
12			USAFA graduates cadets-	retire to NPRC (MPR) 5 years after year of last treatment; retain at NPRC for an additional 45 years, then destroy. AUTH: N1-AFU-90-3
12.01			USAFA cadets-disenrollees	retire to NPRC (MPR) 5 years after year of last treatment; retain at NPRC for an additional 20 years, then destroy. AUTH: N1-AFU-90-3
12.02	substance abuse	case files of single-diagnoses (substance abuse only)	at outpatient mental health clinics	destroy 3 years after completion of rehabilitation. (Exception: All 1982-1983 drug case files will be maintained until 30 Sep 1999 IAW current guidance.) AUTH: N1-AFU-90-3
13	child/family advocacy	records dated prior to 1989	in mental health clinics	retire to NPRC (CPR) 2 years after year of last treatment (See Notes 1 and 5). AUTH: N1-AFU-88-44
14	family advocacy	Child/Spouse Abuse Incident Report (DD Form 2486)	at HQ AFMOA/SGPS and MAJCOMs	destroy after 5 years. AUTH: N1-AFU-88-44
14.01			at family advocacy offices	retire to NPRC (MPR) 2 years after year of last treatment (Notes 1 and 5). AUTH: N1-AFU-88-44
14.02			Child and Spouse Abuse Report (DD Form 2404).	at HQ AFMOA/SGPS
15	emergency room treatment	copies of SF 558 (medical record-emergency care and treatment)	at emergency rooms	destroy after 2 years (See Note 8). AUTH: N1-AFU-90-3
16	emergency room control register			see table 41-10, rule 9. AUTH: N1-AFU-90-3
17	substance abuse control statistics	reports on substance abuse program	at HQ USAF/SG	retire as permanent (See Note N). AUTH: N1-AFU-90-3
17.01			at MAJCOM	destroy after 3 years. AUTH: N1-AFU-90-3
17.02			below MAJCOM	destroy after 2 years. AUTH: N1-AFU-90-3

**NOTE(S):**

1. Outpatient, psychiatric treatment and child/family advocacy records for military personnel and nonmilitary patients are destroyed 50 years after date of latest record. Civilian employees health records are destroyed 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later. Individual Employee Health Case Files created prior to establishment of the Employee Medical Folder system that have been retired are destroyed 60 years after retirement to a Federal Records Center.
2. Records dated before 1970 which were retired to NPRC (MPR or CPR) are in alphabetical sequence. Outpatient records for 1970 and later, retired to NPRC (MPR or CPR) per rules 2, 3, 5, 9, are in numerical, terminal digit order. From 1972 to 1988, shipments to NPRC (MPR or CPR) were accompanied by a file of clinic index cards in alphabetical order in the first box of each accession. These cards are no longer used as an index to outpatient records transferred and retired during these calendar years.
3. Receipts for outpatient/dental records hand-carried to other medical facilities during the preceding calendar year will be arranged in alphabetical sequence and retired in the last box of the outpatient records being retired for that year.
4. RESERVED.
5. Records of personnel assigned to the installation and eligible family members still in the area should be retained if they expect to receive care at the facility, even though they did not receive care during the year. Likewise, records for retired military personnel and their eligible family members, or eligible family members of active duty personnel who do not accompany the sponsor should be retained when it is known that they still reside in the area and expect to receive care at the facility.
6. Before delivery of records to NATO and foreign national personnel, screen records in detail and remove all security information, regardless of specific classification. Forward classified records to HQ AFISA/INFOD for review and further transmission, if warranted, to the government concerned. Forward records of deceased personnel direct to HQ AFOMS/SGSB for transmittal to parent country. If, for some reason, delivery of records is not possible, forward them to the parent country through the appropriate US Defense Attache Office listed in AFDIR 37-135, for unclassified material.
7. A fire at NPRC (MPR) on 12 July 1973 destroyed approximately one million Master Personnel Records of AF personnel whose surnames begin with the letters "Hu" through "Z" and who were discharged between 25 September 1947 and 31 December 1963. An additional 432,000 records were salvaged. (No fire damage occurred to records of AF veterans whose surnames begin with the letters "A" to "Hu".) The destroyed records contained induction and enlistment records, assignment and promotion orders, outpatient/health and dental records, and separation records. If identifying information can be provided (such as veteran's dates of service, unit of assignment), NPRC can verify most of the facts about the member's military service. However, specific outpatient medical/dental data cannot normally be provided.
8. The 2-year period may be determined by cutting off at the end of the 2-year calendar cycle and holding for one year, or by monthly increments, dependent upon local policy. For example, records for the calendar year 1979 would be destroyed in January 1982; or, if records are retained on a monthly basis, January 1979 records would be destroyed in January 1981. If files are maintained on a daily basis, records may be destroyed at the end of the 2-year cycle for that day.
9. Nonmilitary personnel includes such group as nonmilitary foreign nationals and family members, family members of foreign national military personnel, except NATO, and family members (prior 1986) of NATO military personnel.
10. NPRC may destroy clinic index cards when encountered.
11. Transfer to the National Archives in 5-year blocks when latest document is 25 years old.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a" and "b" do not apply to rules 1, 1.01, and 17.

<b>RULE</b>	<b>A</b> <b>If the records are or pertain to</b>	<b>B</b> <b>consisting of</b>	<b>C</b> <b>which are</b>	<b>D</b> <b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 41-13

## MEDICAL, STATISTICAL, AND RELATED REPORTS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	report of patients	Report of Patients (AF Form 235 series) which provides current data on various aspects of medical workload and capability	at HQ USAF and MAJCOMs	destroy after 3 years or when facility is inactivated, whichever is sooner. AUTH: N1-AFU-90-3
<b>2</b>			below MAJCOMs	destroy after 2 years or when facility is inactivated, whichever is sooner. AUTH: N1-AFU-90-3
<b>2.01</b>		monthly machine tabulations of data obtained from report of patients	at HQ AFMOA	destroy after 5 years. AUTH: N1-AFU-90-3
<b>2.02</b>		annual machine tabulations of data obtained from report of patients		destroy after 50 years if no longer needed (See Note 1). AUTH: N1-AFU-90-3
<b>3</b>	clinical record cover sheets	copies for statistical purposes	at MAJCOM Surgeon Generals	destroy after 6 months. AUTH: N1-AFU-90-3
<b>3.01</b>	clinical record code sheet			
<b>4</b>	clinical reference indexes of diagnoses, operations, and deaths	machine listings, supplemented by Clinical Reference Index cards	at hospitals with clinical records libraries	destroy after 10 years, or when facility is inactivated, whichever is sooner. AUTH: N1-AFU-90-3
<b>5</b>			at hospitals without clinical record libraries	destroy after 5 years, or when facility is inactivated, whichever is sooner. AUTH: N1-AFU-90-3
<b>6</b>	clinical record cover sheet tabulations (not clinical reference indexes of diagnoses, operations, and deaths (see rules 4 and 5))	monthly and periodic machine tabulations of data obtained from the clinical record cover sheets	at hospitals with clinical records libraries	destroy after 10 years, or when facility is inactivated. AUTH: N1-AFU-90-3
<b>6.01</b>			at hospitals without clinical record libraries	destroy after 5 years, or when facility is inactivated. AUTH: N1-AFU-90-3
<b>6.02</b>			at MAJCOMs	destroy when no longer needed. AUTH: N1-AFU-90-3

TABLE 41-13

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
6.03			at HQ AFMOA	destroy after 3 years. AUTH: N1-AFU-90-3
6.04		annual machine tabulations of data obtained from the clinical record cover sheets (includes computer programming specifications, ADP-user life cycle records, and data element and coding manuals not published as AF manuals)		destroy after 50 years if no longer needed (See Note 1). AUTH: N1-AFU-90-3
7	health tables, charts, and statistical reports	data concerning disease rates, bed utilization, workload etc. for local programs		destroy when no longer needed. AUTH: N1-AFU-90-3
8	Medical Expense and Performance Reporting System (MEPRS)	computer data output including but not limited to: the Computation File (FIO28FOIU) and the Computation Result File (FIO36FOMU) from the Expense Assignment Subsystem (EAS); the ASDC Quarterly Tape (ALYE1T) from EAS Preprocessor Subsystem of ASDC; and the non-ASDC data entry records (ALYE1C)	at MAJCOMs	destroy 5 years after fiscal year cutoff. AUTH: N1-AFU-87-24
9		Medical Expense & Performance Report (MEPR), and other standard EAS reports	at HQ USAF	
10			at MAJCOMs and MTFs	destroy 2 years after fiscal year cutoff. AUTH: N1-AFU-87-24
11		MEPRS summary reports, local expense and performance reports, summary sheets, and other related data used to develop the MEPR and analyze the output	at MTFs	
12		ASDC Quarterly Tape		destroy 1 year after fiscal year cutoff. AUTH: N1-AFU-87-24

**NOTE:** Records retention beyond 50 years requires special authorization by SAF/AAIQ.

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

<b>RULE</b>	<b>A</b> <b>If the records are or pertain to</b>	<b>B</b> <b>consisting of</b>	<b>C</b> <b>which are</b>	<b>D</b> <b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 41-14

## PHARMACY RECORDS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	prescription records	DD Form 1289, DOD Prescription; AF Form 781, Multiple Item Prescription	at pharmacies	destroy after 3 years. AUTH: N1-AFU-90-3
<b>2</b>	stock records	AF Form 582, Pharmacy Stock Record		destroy 3 years after last entry. AUTH: N1-AFU-90-3
<b>3</b>	controlled substances	AF Form 579, Controlled Substances Register		destroy 2 years after last entry on sheet. AUTH: N1-AFU-90-3
<b>4</b>	receipts, disbursements, and inventories of controlled drugs	receipts of issue from medical supply and bulk drug orders for narcotics, ethyl alcohol, whiskey, brandy, wine, and all drugs, as well as inventories of drugs		destroy after 3 years. AUTH: N1-AFU-90-3
<b>5</b>	bulk orders of noncontrolled drugs			destroy after 1 year. AUTH: N1-AFU-90-3
<b>6</b>	inspection of drugs and biologicals	monthly reports of inspection of ward and clinic drug stocks		
<b>7</b>	bulk compounding	AF Form 2380, Pharmacy Manufacturing Control Data; AF Form 2382, Pharmacy Bulk Compounding Chronological Control Log		destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>8</b>		AF Form 2381, Pharmacy Master Formula		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
<b>9</b>	inpatient dispensing records	medication profiles, including AF Form 3067, Intravenous Record and AF Form 3069, Medication Administration Record		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>10</b>	reports, surveys and reviews	drug utilization reviews, quality assurance, risk management reports, adverse drug reactions and other special reports		destroy when no longer needed. AUTH: N1-AFU-90-3
<b>11</b>	nonprescription records	over-the-counter handout medication requests		destroy after 6 months. AUTH: N1-AFU-90-2

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 41-15				
MEDICAL SERVICE ACCOUNT AND PROPERTY RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	medical service accounts	copies of cash collection vouchers or similar forms, used for medical resource management purposes	at medical treatment facilities	destroy after 2 years (EXCEPTION: see table 65-3). AUTH: N1-AFU-90-3
1.01		supporting receipts listed on cash collection vouchers		destroy 6 years and 3 months from date of account (See Note). AUTH: N1-AFU-90-3
2	patient's fund account books	ledgers, journals, and related records constituting an auditable set of records to account for patient's funds deposited for safekeeping		destroy 2 years after the close of the FY to which they pertain (EXCEPTION: when clearance is required under circumstances outlined in table 65-3, destroy 1 year after evidence of clearance is secured). AUTH: N1- AFU-90-3
3	records of patients storing valuables	records pertaining to patients funds and valuables deposited for safekeeping, such as Record of Patient Storing Valuables (AF Form 1053), Envelope for Storing Patient's Valuables (AF Form 1052), Patient's Effects Storage Tag, and any similar records		destroy 18 months after close of the FY to which they pertain (EXCEPTION: when clearance is required under circumstances outlined in table 65-3, destroy 1 year after evidence of clearance is secured). AUTH: N1- AFU-90-3
4	patient's property records	property slips, tags, receipts, and similar records which are a record of the receipt and return of patient's property, except funds and valuables		destroy 6 months after departure of patient. AUTH: N1-AFU-90-3
5	treatment of pay patients	Report of Treatment Furnished Pay Patients-Hospitalization Furnished (Part A) (DD Form 7), Report of Treatment Furnished Pay Patients- Outpatient Treatment Furnished (Part B) (DD Form 7a), reports of hospitalization and outpatient treatment of VA, Bureau of Employees Compensation beneficiaries, and similar reports		destroy 4 years after close of FY (see table 177-15). AUTH: N1- AFU-90-3

**NOTE:** These records must be readily available for audit.

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 41-16

## HOSPITAL ACCREDITATION AND HOSPITAL MEMBERSHIP RECORDS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	certificates of accreditation	certificate that hospital is accredited by the Joint Commission on Accreditation of Hospitals (JCAH)	at hospitals	return the certificate promptly to JCAH on inactivation, reduction to dispensary status, revocation, or any other reason for termination of accreditation. AUTH: N1-AFU-90-3
2	accreditation survey reports and records	reports of presurvey inspections by MAJCOMs, application for survey, survey reports of JCAH, and related correspondence	at HQ USAF/SG	destroy when no longer needed. AUTH: N1-AFU-90-3
3		copies of JCAH survey reports and related correspondence		
4	accreditation references	Hospital Accreditation References, Bulletins of the JCAH, other information on current accreditation requirements	at hospitals	destroy when superseded or hospital's accreditation status is terminated through inactivation or reduction to dispensary status. AUTH: N1-AFU-90-3
5	American Hospital Association (AHA) membership	records pertaining to membership in AHA, survey reports, and related records		destroy after 5 years or when superseded, whichever is sooner. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE 41-17**

**USAFA MEDICAL SERVICE**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 no longer needed, whichever is sooner. AUTH: NC1-461-82-10
2	Vision Survey	forms recording information on refractions for cadets	at Optometry Clinic	destroy when superseded, obsolete, or no longer needed. AUTH: NC1-461-82-10

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

44. Medical. These tables cover records pertaining to medical professional services, including medical education and research, laboratory service, radiology examinations, special diagnostics, tumor registry, drug abuse testing, nutritional medical service, and medical quality assurance.

**TABLE 44-1**  
**MEDICAL EDUCATION AND RESEARCH**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	medical research and experimental case files	records of work in process or completed, and individual participation records		disposition pending. AUTH: Unscheduled
2	professional papers	reports of experimental studies or research carried out at hospitals		retain at medical facility for 5 years; retire as permanent to WNRC. AUTH: N1-AFU-90-3
3	aeromedical research data		at USAF School of Aerospace Medicine (USAFSAM)	see table 61-3. AUTH: N1-AFU-90-3
4	continuing health education (CHE) program	records for planning and documenting CHE activities certified as Category I by the AMA/PRA		destroy after 6 years. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a", "b", and "c" do not apply to rules 1, 2, and 3.

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE 44-2**

**LABORATORY RECORDS**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	clinical laboratory reports	duplicate copies of clinical laboratory reports, water and food analysis, periodic reports of laboratory activities	laboratory copies	destroy after 2 years. AUTH: N1-AFU-90-3
<b>2</b>	ledgers and logs	general purpose ledgers of clinical specimens or patient identification information, shipping and receiving registers		
<b>3</b>	blood transfusions	blood transfusion forms (SF 518); 3 copies to request blood products	laboratories copies	destroy after 7 days if product not required. AUTH: N1-AFU-90-3
<b>3.01</b>		SF 518 3d copy retained when product is issued with 1st and 2nd copies		file in outpatient record. AUTH: N1-AFU-91-2
<b>3.02</b>		SF 518 1st copy, original, post transfusion	patient chart copy to record transfusion and reaction data	file in patient's chart after completion. AUTH: N1-AFU-90-3
<b>3.03</b>		SF 518 2nd copy, post transfusion	laboratory records concerning transfused blood products	destroy after 7 years if no longer required for patient treatment data. AUTH: N1-AFU-90-3

**TABLE 44-2**

**Continued.**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>4</b>	blood donor medical histories and blood bank agreements	Blood Donor Record Cards (DD 572) Recording reactions and Disposition of Blood Donors, Shipping Inventory of Blood Products (DD Form 573), blood donor and blood bank processing records and ledgers, issue and receipt for blood products issued	laboratory copies	disposition pending. AUTH: <i>Unscheduled</i>
<b>4.01</b>		investigation and findings of each transfusion and lot numbers or reagents used		disposition pending. AUTH: <i>Unscheduled</i>
<b>4.02</b>		ledgers recording processing of each transfusion request, local agreements/contracts with civilian blood banks		disposition pending. AUTH: <i>Unscheduled</i>
<b>5</b>	tissue examination	tissue examination forms forwarded with fixed specimens, and/or other data for histopathological examinations	at Class A and B laboratories	destroy 3 months after preparation of final report (see rules 7, 8). AUTH: <i>N1-AFU-90-3</i>
<b>6</b>			at medical facilities other than rule 5	destroy 3 months after receipt of completed report from histopathology facility. AUTH: <i>N1-AFU-90-3</i>
<b>7</b>		final report of tissue examination (SF 515), including the rough draft permanently affixed to the final report	at Class A and B laboratories	destroy after 7 years, or when no longer needed for training, historical or research purposes, whichever is later. AUTH: <i>N1-AFU-90-3</i>
<b>8</b>			at Class C and D laboratories	destroy after 5 years, or when no longer needed, whichever is later. AUTH: <i>N1-AFU-90-3</i>
<b>8.01</b>		slides and/or blocks		maintain and destroy per AFR 160-55. AUTH: <i>N1-AFU-90-3</i>
<b>9</b>	cytology examination	copies of Class I cytology examination reports of vaginal, cervical, and other fluids and tissue scrapings	at Class A and B laboratories	destroy after 5 years, or when no longer needed, whichever is later. AUTH: <i>N1-AFU-90-3</i>
<b>10</b>		copies of Class II-V cytology examination reports of vaginal, cervical, and other fluids and tissue scrapings		destroy after 7 years, or when no longer needed for training, historical or research purposes, whichever is later. AUTH: <i>N1-AFU-90-3</i>
<b>10.01</b>		copies of Class I-V cytology	at Class C and D	

TABLE 44-2

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
		examination reports	laboratories	
11	autopsy reports	Medical Record-Autopsy Protocol (SF 503), Clinical Record-Authorization for Autopsy (SF 523), or similar records		file in deceased's clinical and health records. AUTH: N1-AFU-91-11
11.01		copy of autopsy protocol, abstracts of clinical records, and other records and materials which relate to individual cases	at Area Histopathology Centers and medical facilities that have a pathologist or an anatomic pathology service	destroy per AFI 48-124 (note 1). AUTH: N1-AFU-91-11
11.02			at medical facilities that do not have a pathologist or an anatomic pathology service (note 2)	destroy when no longer needed. AUTH: N1-AFU-91-11
12	indexes and ledgers to surgical and autopsy specimens	clinical reference and alphabetical name cards and ledgers	at Area Histopathology Centers and medical facilities that have a pathologist or an anatomic pathology service	destroy/delete upon disposition of related surgical/autopsy records (note 1). AUTH: N1-AFU-91-11
12.01			at medical facilities that do not have a pathologist or an anatomic pathology service (note 2)	destroy/delete when no longer needed. AUTH: N1-AFU-91-11
13	sobriety examination	results and requests for results of sobriety examination, and related papers	at medical facilities for possible use for military justice purposes	destroy after 2 years. AUTH: N1-AFU-90-3
14	water pollution analysis	waste water surveillance analysis, and related correspondence and reports		destroy after 1 year or after next analysis of same source. AUTH: N1-AFU-90-3
15	summaries, survey reports, workloads, and special reports	year-end summaries of laboratory activities, quality control, and/or proficiency survey reports, raw count workloads for preparing reports, and other special reports concerning specimens and/or activities	for patient treatment or laboratory management purposes	destroy after 2 years or when no longer needed for patient treatment, training or management purposes, whichever is later. AUTH: N1-AFU-90-3

**NOTE(S):**

1. Forward case files for autopsies diagnosed as malignant to the Armed Forces Institute of Pathology.
2. Forward original records to Area Histopathology Center.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules “a” and “b” do not apply to rule 11.

<b>RULE</b>	<b>A</b> <b>If the records are or pertain to</b>	<b>B</b> <b>consisting of</b>	<b>C</b> <b>which are</b>	<b>D</b> <b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 44-3

RADIOLOGY RECORDS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	entrance and separation examination X-ray film	chest X-rays exposed in conducting the medical examination preliminary to an individual's entry into, reenlistment for, or release or discharge from extended active military service in either an officer or enlisted status	applicants accepted for induction, Reserve or Regular enlistment for extended active duty or active duty for training, including applicants for aviation cadet training officer candidate school, and flying service in an enlisted status	forward on a current basis to NPRC (CPR) (See Notes 1 and 3); film files may be forwarded weekly or monthly, depending on the rate of accumulation but will not be held longer than three months in addition to the accumulating month; shipments will be in weekly or monthly increments with the oldest week or month forwarded first (EXCEPTION: separation and retirement X-rays may be retained until the individual has been separated or retired, then forward in accordance with procedures outlined above). AUTH: N1-AFU-90-3
<b>2</b>			applicants accepted for appointments as officers, warrant officers, flight officers and AF cadets	
<b>3</b>			members of the Reserve and National Guard ordered to 6 months active duty for training or extended active duty under the Reserve Forces Act	
<b>4</b>			current or former members who reenlist for additional periods of extended active duty	

**TABLE 44-3**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>5</b>			students and graduates of officer candidate schools	
<b>6</b>		chest and other X-rays made as a part of the medical examination for release or discharge from extended active military service	all military personnel including AF cadets (except those films transferred to the Veterans Administration in connection with disability separations)	
<b>7</b>		X-rays of applicants for U.S. service academies made at the time of qualifying examinations	at the examining center	
<b>8</b>	X-ray films, including ultrasound, computed tomography and nuclear medicine films	X-rays made for routine physical examination directly related to position held, such as regularly recurring physicals or examinations as part of the conditions for continued service/employment		destroy/salvage after 5 years (note 2). AUTH: N1-AFU-89-18
<b>9</b>		X-rays made as a result of an occupational illness/accident/injury; due to an exposure incident on the job, or as a result of a health monitoring program (formerly Rule 14 occupational health examination (OHE) X-rays)	for X-rays that fit in the medical health record/employee medical folder	file in appropriate military, non-military, or civilian medical health folder. AUTH: N1-AFU-89-18
<b>9.01</b>			for X-rays that do not fit in the medical health record/employee medical folder	retain at base level, destroy 50 years after end of military service/employment (note 4). AUTH: N1- AFU-89-18
<b>10</b>		X-rays made in connection with diagnosis and treatment of patients at medical facilities, including US Coast Guard personnel and dependents (except those covered in rules 8-9.1 above, table 47-1 and appropriate medical guidance)		
<b>11</b>	X-rays of unusual interest or those selected for teaching purposes			destroy/salvage after 5 years, or when of no further value, whichever is later (Exception: refile rules 9 and 9.1 x-rays in

TABLE 44-3

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
				appropriate medical folder or holding area). AUTH: N1-AFU-89-18
12		negative pathological findings and positive pathological findings that are static in nature (except as indicated in rule 13)	at industrial medicine facilities for federal civil service employees	destroy after 5 years. AUTH: N1-AFU-90-3
13		positive pathological findings that are not static in nature, and one representative X-ray of those that are static in nature		disposition pending. AUTH: Unscheduled
14		mammograms		destroy after 10 years (note 5). AUTH: N1-AFU-89-18
15		rejected applicant and registrant chest X-ray film		applicants rejected because of pulmonary tuberculosis
16			applicants rejected for physical reasons other than disease of the chest	salvage or destroy after findings have been entered on the physical examination form. AUTH: N1-AFU-90-3
17			registrants unacceptable for induction	package and return to registrant's local board (label package: EXPOSED X-RAY FILM, and indicate name of induction station making shipment). AUTH: N1-AFU-90-3
18	chest X-rays for tuberculosis case finding purposes	film accumulated by mobile X-ray service units	negatives indicating pathology	include in patient's medical record. AUTH: N1-AFU-90-3
19			negatives indicating a normal chest	destroy after 1 month. AUTH: N1-AFU-90-3
20	unidentified exposed X-ray film	X-rays which cannot be identified with the individuals to whom they pertain		destroy when encountered. AUTH: N1-AFU-90-3
21	nominal index file	cards filed alphabetically as index to		retire or destroy

TABLE 44-3

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
		X-ray films		concurrently with the X-rays to which they relate. AUTH: N1-AFU-90-3
<b>22</b>	radiation and radium therapy	copies of the following clinical record forms: Radiation Therapy, Radiation Therapy Summary, Radium Therapy, and Doctor's Progress Notes, filed in the Radiology Department (except those in the individual's medical record)		disposition pending. AUTH: Unscheduled

**NOTE(S):**

1. Packing and identification instructions. Do not bend, roll or fold film. Type, print or stamp the individual's SSN and name, in that order, on the front of each container used for enclosing film. X-rays for examinees not yet assigned a SSN are retained until the SSN is available for entry on the film preserver. (Protect the disclosure of OSI agent's grade as provided in appropriate medical guidance.) Requisition film preservers through medical supply channels under NSNs 7530-00-612-3950 and 7530-00-612-4000. Show the complete return address on all packages of X-ray film. a. Use negative preservers measuring 4 3/8- x 10 3/8-inches for all

4- x 10-inch and smaller size films. Do not use larger preservers for these films. Place individual identifying data parallel with and no lower than

1 1/4-inches below the front open end of these preservers, instead of in the space provided. b. Enclose all film larger than 4- x 10-inches in negative preservers of the 14 1/2- x 17 1/2-inch size. However, if they are not available, use envelopes of the same size. Place individual's SSN, name and other identifying information in the space provided on the upper left corner of the

14 1/2- x 17 1/2-inch preserver. If envelopes are used, fold flaps so that the glued surface does not come in contact with the film. Place individual's identifying data in the upper left corner parallel with the front top edge of the envelope. c. X-rays need not be forwarded in alphabetical or numeric sequence. d. See AFI 37-138, chapter 6 for further packing and shipping instructions. There is no need to prepare SF 135s or to obtain advance approval for shipments to NPRC.

2. In overseas medical facilities where adequate storage space is not available and in areas where climatic conditions cause X-ray film to deteriorate before expiration of the retention period, earlier disposition is authorized. In such cases, request specific disposition instructions from SAF/AAIQ.

3. The Veterans Administration assumes legal custody of all Armed Forces entrance and separation X-rays immediately upon their retirement to NPRC. They are destroyed after 65 years in accordance with Federal Personal Property Management Regulations and with the concurrence of the VA on each disposal action. Army Air Force X-rays dated prior 1960 and Air Force X-rays dated prior 1964 are destroyed after 65 years, or when no longer needed in the reconstruction of military service records, whichever is later.

4. The medical facility retains oversized X-rays it produces that do not fit within the border of medical health record/employee medical folder. The National Personnel Records Center (NPRC) only accepts X-rays that fit within the 8 1/2 x 11 standard medical record.

5. The medical facility that forwards the medical health records to NPRC will remove the mammograms and retain them until scheduled for destruction.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules “a”, “b”, and “c” do not apply to rules 13 and 22 and that rules “a” and “b” do not apply to rules 9 and 9.01.

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 44-4

SPECIAL DIAGNOSTIC RECORDS, TUMOR REGISTRY, AND MEDICAL ILLUSTRATIONS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	electrocardiograms and reports	electrocardiograms (EKGs)	in CAPOC (Computer Assisted Practice of Cardiology) computer data base	destroy (delete) after 5 years. AUTH: N1-AFU-90-3
<b>2</b>		EKGs accessed from CAPOC computer system and/or copies of electrocardiographic reports from health records	at the Aerospace Medical Division, laboratories, medical facilities using them for teaching/research, or those facilities without CAPOC	destroy after 5 years, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
<b>3</b>	electroencephalographic tracings and reports	graphic recordings of electrical activity of the brain, and retained copies of reports	abnormal findings	destroy after 5 years, provided a copy of the report is in the individual's medical record. AUTH: N1-AFU-90-3
<b>4</b>			normal findings	destroy after 1 year, provided a copy of the report is in the individual's medical record. AUTH: N1-AFU-90-3
<b>5</b>	pulmonary function tracings and reports	retained copies of consultation sheet, original pulmonary function tracings, and applicable reports		destroy after 5 years, provided original reports have been placed in individual's medical record. AUTH: N1-AFU-90-3
<b>6</b>	hearing conservation	hearing conservation data forms and related records for recording results of audimetric examinations	originals	file in military health record or nonmilitary outpatient record, and dispose of per table 41-12. AUTH: N1-AFU-90-3
<b>7</b>			duplicates	send to Aerospace Medical Division, Brooks AFB TX 78235 (see table 61-3). AUTH: N1-AFU-90-3

TABLE 44-4

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>8</b>	tumor registry	diagnostic, therapeutic and survival data on patients with an established diagnosis of malignant neoplasm, and related records	at medical facilities with tumor registries	upon inactivation of tumor registry or medical treatment facility (MTF), send to MTF assuming the tumor registry responsibility. If no MTF has been designated to assume the tumor registry responsibility from the closing MTF, then request approval from HQ AFMOA/SGPC to ship to Armed Forces Institute of Pathology, Wash DC 20306. AUTH: N1-AFU-90-3
<b>9</b>	medical illustration files	original photographic material, work orders (Medical Illustration Request and Release), original color transparencies, and related completed medical artwork	at approved medical treatment facilities	forward to Armed Forces Institute of Pathology (AFIP) (Chief, Medical Illustration Service), Wash DC 20305, 4 times a year. AUTH: N1-AFU-90-3
<b>10</b>		duplicate photographic material, copies of work orders, negatives of patient prints, and a set of color transparencies		destroy at medical facility upon its inactivation. AUTH: N1-AFU-90-3
<b>11</b>		patient and subject index cards		hold at medical facility until its inactivation; then forward to AFIP address in rule 9. AUTH: N1-AFU-90-3
<b>12</b>		patient registers		
<b>13</b>		work orders other than those in rules 9 and 10		destroy after 1 year. AUTH: N1-AFU-92-5

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a" and "b" do not apply to rule 8.

<b>RULE</b>	<b>A</b> <b>If the records are or pertain to</b>	<b>B</b> <b>consisting of</b>	<b>C</b> <b>which are</b>	<b>D</b> <b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 44-5

## DRUG ABUSE TESTING PROGRAM

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	drug abuse testing	rosters, random selection records, and related information	at base medical facility and unit level	destroy 3 months after all members listed are tested or a "no show" record is prepared or received. AUTH: N1-AFU-90-3
<b>2</b>		"no show" record for personnel failing to report for testing		destroy after 2 years. AUTH: N1-AFU-90-3
<b>3</b>		urinalysis ledger	at base medical facility	destroy after 5 years. AUTH: N1-AFU-90-3
<b>4</b>		drug screening urinalysis record	at base medical facility and testing laboratory	destroy after record with annotated results is prepared or received. AUTH: N1-AFU-90-3
<b>5</b>		chain of custody documents	at testing laboratory	destroy after 5 years. AUTH: N1-AFU-90-3
<b>6</b>			at base medical facility	destroy after 2 years. AUTH: N1-AFU-90-3
<b>7</b>	drug testing results	drug screening urinalysis record, with annotated results (negative/positive) and related records	at testing laboratory	destroy after 5 years. AUTH: N1-AFU-90-3
<b>8</b>			at base medical facility and unit level	destroy after 2 years. AUTH: N1-AFU-90-3
<b>9</b>		drug abuse urinalysis testing report and biometric data	at HQ AFMOA and testing laboratory	destroy after 5 years. AUTH: N1-AFU-90-3
<b>10</b>	drug abuse rehabilitation (note)	rehabilitation program report	at HQ USAF, HQ AFMOA, and MAJCOMs/FOAs	
<b>11</b>			at base medical facility	destroy after 2 years. AUTH: N1-AFU-90-3
<b>12</b>	drug detection quality control	reports prepared by the Armed Forces Institute of Pathology and testing laboratory	at HQ AFMOA and testing laboratory	destroy after 5 years. AUTH: N1-AFU-90-3

**NOTE:** Drug abuse case treatment files for member's rehabilitation which are maintained as mental health records.

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

RULE	A If the records are or pertain to	B consisting of	C which are	D then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 44-6				
NUTRITIONAL MEDICINE SERVICE RECORDS				
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	work schedules	Nutritional Medicine Service Work Schedule (AF Form 2578), Daily Absentee Record (AF Form 2581), and Medical Food Service Daily Work Assignment (AF Form 2577)		destroy after 1 year. AUTH: N1-AFU-90-3
<b>2</b>	in-service training			destroy when no longer needed. AUTH: N1-AFU-90-3
<b>3</b>	workload data	Diet Census (AF Form 2573), Dietetics Patient Visit Clinical Summary (AF Form 2576), Patient Visit Register (AF Form 555), and information copy of Nutritional Medicine Service Cost Report (AF Form 541)		destroy after 2 years. AUTH: N1-AFU-90-3
<b>4</b>	meal and cash control records	Request for Issue or Turn-in (DD Form 1150), Hospital Invoice/Receipt/Account Receivable Record (AF Form 1127), copies of Conventional and Operational Ration Earnings Record (AF Form 544), or A La Carte Ration Earnings Record (AF Form 544a), and for facilities supported by Base Food Service: ALACS Meal Order Record (AF Form 812), Electronic Cash Register Reports, and meal surcharge exemption logs		destroy after 1 year, providing requirements of table 65-3 are met. AUTH: N1-AFU-90-3
<b>5</b>	food purchasing, control, storing, issuing, and food cost data	Advance Orders, Subsistence Requests (AF Form 287), Tally-In-Out (AF Form 129), and Food Purchase/Use Record (AF Form 1742), extended copies Food Issue Record (AF Form 543), Refrigeration Unit Standard Temperature Chart (AF Form 638), basic daily food allowance component list computation, ALACS item pricing, ALACS price reduction record, Food Cost Record (AF Form 546), local delivery contracts and requests, subsistence inventory reports, and meal reimbursement rates		destroy after 1 year, unless needed for operational purposes. AUTH: N1-AFU-90-3

**TABLE 44-6**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
6	meal planning	Regular and Therapeutic Menus, Menu Planner and Analysis (AF Form 2580), Breakfast Menu Worksheet (AF Form 2495), Dinner/Supper Menu Worksheet (AF Form 2496)		
7	food production and service	Outpatients' and Visitors' Meal Log (AF Form 2563), Nutritional Medicine Service Cash and Forms Receipt (AF Form 2570), Food Production Worksheets, Food Service Production Log (AF Form 662)		destroy when no longer needed. AUTH: NI-AFU-90-3
8	clinical dietetics	Diet Record (AF Form 1741), Nutritional Care Plans, Therapeutic Menu Patterns, copies of Selective Menu (AF Forms 1737 and 1739), Therapeutic Menu (AF Forms 1738 and 1740), Nourishment Request (AF Form 2568), Nourishment (AF Form 2579)		
9		Diet Order (AF Form 1094), Diet Order Change (AF Form 2567), and diet orders for aeromedical evacuation patient meals		destroy after 1 year. AUTH: NI-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE 44-7**

**MEDICAL QUALITY ASSURANCE RECORDS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	committee meetings and civilian peer reviews	minutes of the quality assurance and risk management (QA/RM) committee, executive committee, medical staff and facility-wide committee, and civilian peer reviews	at medical treatment facilities (MTFs)	destroy after 4 years. AUTH: N1-AFU-90-3
<b>2</b>			copies of QA/RM committee and civilian peer review minutes at MAJCOMs/SG	destroy after 1 year, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

TABLE 44-7

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
3	professional credentials review files of medical and dental staff members, and allied health care practitioners	records of practitioner's formal education, training, clinical experience, and physical, moral and ethical character, and activities concerning clinical privileges	adverse action files	destroy 8 years after practitioner separates from the service. AUTH: N1-AFU-90-3
4			non-adverse action files	destroy 5 years after practitioner separates from the service. AUTH: N1-AFU-90-3
5	patient or clinical service questionnaires/surveys	patient's opinion of the quality of care received and/or services rendered		destroy after 1 year, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
6	medical facility incidents	statements, with supporting data, which report accidents inconsistent with routine medical facility operation or patient care and which establish follow-up remedial actions		destroy after 1 year, or when no longer needed, whichever is later. AUTH: N1-AFU-88-39
7	quality assurance problem status	continuing and supporting records of the assessment, action, and follow-up which is accomplished related to identified problems		destroy after 2 years, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
8	occurrence screening	checklists identifying specific potentially important results of medical or surgical treatment	identify validated positive occurrences	destroy after 1 year, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
9			identify no validated positive occurrences	destroy after 3 months. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

48. **Aerospace Medicine.** These tables cover records pertaining to aircrew and aerospace effectiveness programs, physiological training, and other medical activities related to flying personnel, occupational health, bioenvironmental engineering, military public health, and control of communicable diseases.

<b>TABLE 48-1</b>				
<b>AEROSPACE MEDICINE PROGRAM RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	aerospace medicine reports	reports and comparable records used in supervising and monitoring the Aerospace Medicine Program applying the principles of flight medicine, military public health, and occupational medicine		destroy after 2 years (EXCEPTION: destroy copies maintained for research and teaching when no longer needed). AUTH: N1-AFU-90-3
<b>2</b>	medical recommendation for flying or special operational duty	AF Form 1042 actions	in member's health record	maintain according to appropriate medical guidance. AUTH: N1-AFU-90-3
<b>3</b>			at host operations system management (HOSM) office, flight management office (FMO), or applicable office	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
<b>4</b>	application for airman medical certificate, and report of medical examination	copies of FAA forms of medical history and examination	retained, according to appropriate medical guidance, by aviation medical officers authorized to perform medical examinations for applicants for FAA medical certificates	destroy after 2 years. AUTH: N1-AFU-90-3
<b>5</b>	medical recommendation for flying or special operational duty log	a monthly log of AF Form 1042 actions maintained on AF Form 1041	at medical facilities	destroy after 5 years. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules “a” and “b” do not apply to rule 2.

<b>RULE</b>	<b>A</b> <b>If the records are or pertain to</b>	<b>B</b> <b>consisting of</b>	<b>C</b> <b>which are</b>	<b>D</b> <b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

<b>TABLE 48-2</b>				
<b>PHYSIOLOGICAL TRAINING/THERAPY RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	Chamber Flight Record (AF Form 701)	originals	at USAFSAM	destroy when no longer needed. AUTH: N1- AFU-90-3
<b>2</b>		copies	at base training facilities	destroy after 3 years (note). AUTH: N1- AFU-90-3
<b>3</b>	Physiological Training Monthly Report (AF Form 700); Chamber Reactor/Treatment Report (AF Form 361)	originals used for program planning and as a source for medical and flight safety research	at HQ USAF and USAFSAM	destroy when no longer needed. AUTH: N1- AFU-90-3
<b>4</b>		copies	at other than HQ USAF and USAFSAM	destroy after 3 years. AUTH: N1-AFU-90-3
<b>5</b>	Physiological Training Record (AF Form 699)		at base training facilities	destroy after 6 years (note). AUTH: N1- AFU-90-3
<b>6</b>	Physiological Training (AF Form 1274)			give to individual on completion of training. AUTH: N1-AFU-90-3
<b>7</b>	Individual Physiological Training Record (AF Form 702)	aircrew personnel records		see table 13-10. AUTH: N1-AFU-90-3
<b>8</b>		non-aircrew personnel records		file in individual's medical record and destroy upon departure from active or reserve duty. AUTH: N1-AFU- 90-3
<b>9</b>	Hyperbaric Patient Information and Therapy Record (AF Form 1352); Medical Record-Narrative Summary (SF 502)	originals		file in individual's health record. AUTH: N1-AFU-90-3
<b>10</b>		first copy	at USAFSAM	destroy when no longer needed. AUTH: N1- AFU-90-3
<b>11</b>		other copies	at HQ USAF and MAJCOMs	
<b>12</b>			at base training facilities	destroy after 3 years (note). AUTH: N1- AFU-90-3
<b>13</b>	(RESERVED)			(RESERVED)

**TABLE 48-2**  
**Continued.**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
14	Hyperbaric Chamber Operation Record (AF Form 1354)	originals	at base training facilities	destroy after 3 years. AUTH: N1-AFU-90-3
15 thru 19	(RESERVED)			(RESERVED)
20	Instructor's Flight/Dive Record (AF Form 712)	originals	at base training facilities	give to individual, provided pertinent data is reflected on the physiological training report. AUTH: N1-AFU-90-3
21	clinical hyperbaric	research files (original records) for conducting clinical investigations and research, consisting of Clinical Hyperbaric Treatment Record (AF Form 1389), copies of AF Form 712, AF Form 1352, AF Form 1354, SF 502, and other pertinent patient information	at USAF School of Aerospace Medicine, Hyperbaric Medicine Division (USAFSAM/HM) and Clinical Hyperbaric Medicine Facilities	disposition pending. AUTH: N1-AFU-89-33
22		above research files (on microfilm or optical disk)		disposition pending. AUTH: N1-AFU-89-33

**NOTE:** Retain in active file until eligible for destruction.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a" and "b" do not apply to rule 9.

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 48-3

## COMMUNICABLE AND OTHER REPORTABLE DISEASE REPORTS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	communicable disease reports	copies of telegraphic or similar notifications of communicable diseases occurring at AF activities		destroy after 5 years. AUTH: N1-AFU-90-3
2	venereal disease records and reports	monthly statistical tables showing venereal disease rates		destroy after 1 year. AUTH: N1-AFU-90-3
3	venereal disease reports and questionnaires	data prepared for assembling information for controlling venereal disease, and used in part for preparing periodic and statistical reports		

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 48-4

## PERSONNEL RADIATION EXPOSURE RECORDS

	A	B	C	D	
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>	
<b>1</b>	thermoluminescence (TLD) personnel dosimetry program monitoring records	summaries and listings of exposure data, and related records which serve to promote effective control and direction of the TLD personnel dosimetry program	at USAF Occupational and Environmental Health Laboratory (OEHL)	destroy after 5 years, or when no longer required, whichever is sooner. AUTH: N1-AFU-90-3	
<b>1.01</b>	master radiation exposure register	computer entries of radiation exposure data consisting of radiation dosimetry results and results of bioassays		retire as permanent (See Note). AUTH: N1-AFU-85-6	
<b>2</b>	radiation exposure data	copies of radiation exposure registration forms	at USAF OEHL and using installations	destroy when data has been entered into the master radiation exposure register. AUTH: N1-AFU-90-3	
<b>3</b>		films which reflect minor radiation exposure, dosimetry film exposure record cards, and records of film issued to monitor individual exposure	at USAF OEHL		
<b>4</b>		films which indicate abnormal or overexposure to ionizing radiation, resultant reports of investigation, and supporting records			destroy after 75 years. AUTH: N1-AFU-90-3
<b>5</b>		(RESERVED)			(RESERVED)
<b>6</b>					
<b>7</b>		OEHL Form 1499, Report of Occupational Exposure to Ionizing Radiation	at the base medical service	destroy when the AF Form 1527 for the report period is received. AUTH: N1-AFU-90-3	
<b>8</b>		AF Form 1527, History of Occupational Exposure to Ionizing Radiation		transfer to the individual's medical record, destroy when superseded. AUTH: N1-AFU-90-3	
<b>9</b>		AFTO Form 115, Pocket Dosimeter Results Log		destroy after 3 months, or when results of film badge are posted to individual medical records, whichever is later. AUTH: N1-AFU-90-3	

**NOTE:** Transfer to the National Archives when 75 years old.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a" and "b" do not apply to rule 1.01.

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 48-5

## BIOENVIRONMENTAL SURVEYS AND MEDICAL INSPECTION REPORTS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	survey reports, special reports, or industrial facility inspection and environmental pollution survey case files	epidemiological survey reports or environmental/public health reports on air pollution, noise, radiation, and other environmental/health surveys	at performing activities	disposition pending. AUTH: Unscheduled
<b>2</b>			at epidemiological units	disposition pending. AUTH: Unscheduled
<b>3</b>			at MAJCOMs	destroy 1 year after corrective action is completed. AUTH: N1-AFU-90-3
<b>4</b>	facility medical inspection reports	reports of inspection of sanitary conditions of barber shops, gyms, nurseries, etc.	at environmental health activities	destroy after 1 year. AUTH: N1-AFU-90-3
<b>5</b>	drinking water (note 1)	bacteriological analyses	at base bioenvironmental engineering offices	destroy after 5 years. AUTH: N1-AFU-90-3
<b>5.01</b>		reports or letters by AF, local, state or federal agencies relating to sanitary surveys		destroy after 10 years (note 2). AUTH: N1-AFU-90-3
<b>5.02</b>		records of any variance or exemption granted by the State or other government authority		destroy 5 years after the variance or exemption expires. AUTH: N1-AFU-90-3
<b>5.03</b>		records of action taken to correct water supply violations		destroy after 3 years. AUTH: N1-AFU-90-3
<b>6</b>		radiological and chemical analyses	at USAF Occupational and Environmental Health Laboratory and base bioenvironmental engineering offices	destroy after 10 years (note 2). AUTH: N1-AFU-90-3
<b>6.01</b>		analyses to support EPA and state requests		destroy after 20 years. AUTH: N1-AFU-90-3
<b>7</b>	material safety	data sheets on hazardous material		destroy after 2 years. AUTH: N1-AFU-90-3
<b>8</b>			at base level bioenvironmental engineering offices and other activities	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3

**NOTE(S):**

1. Comply with rules dispositions or federal, state or local requirements, whichever is later.
2. Maintain these records in the current files area if necessary until eligible for disposal.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a" and "b" do not apply to rules 1 and 2.

<b>RULE</b>	<b>A</b> <b>If the records are or pertain to</b>	<b>B</b> <b>consisting of</b>	<b>C</b> <b>which are</b>	<b>D</b> <b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

TABLE 48-6

## ENVIRONMENTAL HEALTH

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	food inspection	AF Form 1148, Daily Food Nonconformance Record—Classes 4 and 8		destroy after 1 year. AUTH: N1-AFU-90-3
<b>2</b>		initial, update and special sanitation inspection reports and correspondence of vendor's establishments		destroy 4 years after removal from approved list or directory. AUTH: N1-AFU-90-3
<b>3</b>		routine inspection reports and correspondence		destroy after 1 year, or when no discrepancies are outstanding, whichever is later. AUTH: N1-AFU-90-3
<b>4</b>		solicitations and attendant contract records including reports of examinations and/or testing of food products, contract purchase agreements, and other inspection correspondence		destroy when no longer needed. AUTH: N1-AFU-90-3
<b>5</b>		AF Form 2062, Consumer Level Quality Program (COLEQUAP) Audit, AF Form 2063 Individual COLEQUAP Report, DD form 1608, Unsatisfactory Material Report (Subsistence)		destroy after 1 year. AUTH: N1-AFU-90-3
<b>6</b>		DD Form 1740, Food Inspection Stamp Record and related records	for stamps not destroyed, lost or stolen	destroy 1 year after form is superseded. AUTH: N1-AFU-90-3
<b>7</b>			for stamps destroyed, lost or stolen	destroy 2 years after investigation is completed. AUTH: N1-AFU-90-3
<b>8</b>			support documents, forms, correspondence and laboratory evaluations for administering quality assurance of fresh dairy products	
<b>9</b>	food handlers records	AF Form 1021, Medical Certificate	original at employing facility and copy at Environmental Health	destroy when no longer needed or give to food handler on transfer or separation. AUTH: N1-AFU-90-3
<b>10</b>		AF Form 1216, Food Handler Training Certificate		destroy when superseded or no longer needed. AUTH: N1-AFU-90-3

**TABLE 48-6**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
11	food service medical evaluation	AF Form 977, Food Facility Sanitation Check List, results of microbiological analyses, periodic summaries of findings, and other related data	at medical inspection service	destroy after 1 year. AUTH: N1-AFU-90-3
12			at inspected activities	destroy after next medical evaluation or when all deficiencies described in the report are corrected, whichever is later. AUTH: N1-AFU-90-3
13			at other offices	destroy when no longer needed. AUTH: N1-AFU-90-3
14		reports of food borne illness investigation	destroy after 1 year. AUTH: N1-AFU-90-3	
15	animal bites/quarantine	DD Form 2341, Report of Animal Bite-Potential Rabies Exposure	original at medical treatment facility	file in patient's health or clinical record. AUTH: N1-AFU-90-3
16			copy at Environmental Health	destroy after 1 year. AUTH: N1-AFU-90-3
17			copies at other activities	destroy when no longer needed. AUTH: N1-AFU-90-3

**NOTE:** Procurement tables dispositions will apply if these records substantiate contractor performance.

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.

**TABLE 48-7**

**HIV TESTING PROGRAM**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	HIV testing	rosters, selection records, and related information	at MPF, medical treatment facility (MTF), laboratory, environmental health services, and unit level	destroy 3 months after all members are tested or PCS transferred. AUTH: N1-AFU-89-7
<b>2</b>		"no show" records for personnel not reporting for testing		destroy after 2 years. AUTH: N1-AFU-89-7
<b>3</b>		notification letters		
<b>4</b>		medical counseling documentation	at MTF	file in member's health record. AUTH: N1-AFU-89-7

**TABLE 48-7**  
Continued.

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
5		order to follow preventive medicine requirements	at unit level	destroy on separation from service. AUTH: N1-AFU-89-7
6		blood donor center report	at MTF	destroy after 5 years. AUTH: N1-AFU-89-7
7		blood donor referral letters		
8	HIV testing results	USAF HTLV-III Screening Program Specimen Transmittal/Results Reporting (AF Form 1762)		
9			at USAFSAM/EK	destroy after data entry in computer. AUTH: N1-AFU-89-7
10		Defense Medical Systems Support Center (DMSSC) reportable disease data base		delete/destroy after 10 years. AUTH: N1-AFU-89-7
11		DMSSC reportable disease data base hard copy/computer tape output		destroy after 5 years. AUTH: N1-AFU-89-7
12		compiled reports from DMSSC reportable disease data base	at HQ USAF/SGPA	destroy after 10 years. AUTH: N1-AFU-89-7
13	HIV quality control	quality assurance control records of AF laboratories, contract laboratories, and blood donor centers	at USAFSAM, Epidemiology Division	destroy after 5 years. AUTH: N1-AFU-89-7

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a" and "b" do not apply to rule 4.

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.