REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

LEAVE BLANK	
JOB NO.	N1-AFU-89-7
DATE RECEIVED	12-20-89

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

1. FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
Directorate of Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION
Information Management Policy Branch

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

5. TELEPHONE EXT. 695-1667

DATE

ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of ___4___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
15 DEC 1988	Grace T. Rowe	Grace T. Rowe Chief, Records Mgmt Policy Section Directorate of Info Mgmt and Admin

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	HIV TESTING PROGRAM (Table 160-8) (Applicable Air Force-wide) This is a new table. Air Force established the Human Immunodeficiency Virus (HIV) testing program to assure recruitment of candidates who are free of the HIV antibody, and also provide medical care for Air Force members and beneficiaries with serologic evidence of infection with HIV. Program policy is to keep aware of current test technology, gain knowledge regarding the natural history of this disease, evaluate the risks to the infected individual while in the Air Force, evaluate the risks of transmission of the disease to noninfected personnel, determine the effect of infected personnel on the functions of the unit, and assure the safety of the blood supply.		
1	Rule 1. We are destroying HIV testing rosters and selection records 3 months after all members on roster are tested or Permanent Change Station (PCS) transferred. This disposition is sufficient for Air Force needs.		

115-108

NSN 7540-00-634-4064

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4

		JOB NO.	PAGE
REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION			OF
7. ITEM NO	B. DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN *(NARS USE ONLY)*

2	Rules 2 and 3. We are destroying HIV testing "no show" records for personnel not reporting for testing and notification letters after 2 years. This disposition is sufficient for Air Force needs.		
3	Rule 4. We are filing HIV medical counseling documentation for personnel who are HIV positive in their health records.		
4	Rule 5. We are destroying "orders to HIV positive personnel to follow preventive medicine requirements" on their separation from the Air Force.		
5	Rules 6 and 7. We are destroying HIV testing blood donor center reports and blood donor referral letters after 5 years. The Federal Drug Administration requires this retention.		
6	Rules 8 and 9. We are destroying HIV Screening Program Specimen Transmittal/Results Reporting. Medical Treatment Facilities (MTFs) need these records for 5 years for reference purposes. USAF School of Aerospace Medicine (USAFSAM) can destroy this form data after its entry into the Defense Medical Systems Support Center (DMSSC) reportable disease data base.		
7	Rule 10. We are deleting DMSSC reportable disease data base entries after 10 years. Air Force needs this data for 10 years for epidemiologic studies, public health notification, statistical purposes, and keeping track of clinically well personnel retained in the Air Force with the HIV antibody.		
8	Rule 11. We are destroying DMSSC reportable disease data base hard copy/computer tape output after 5 years. The Assistant Secretary of Defense for Health Affairs requires this retention for statistical reporting purposes.		
9	Rule 12. We are destroying compiled reports from DMSSC reportable disease data base at Office of Surgeon General after 10 years. Air Force needs these reports for 10 years for epidemiologic investigations, advising DOD and Air Force commands, and statistical purposes.		
10	Rule 13. We are destroying HIV quality assurance control records of Air Force laboratories, contract laboratories, and blood donor centers after 5 years. Air Force naturally needs this 5 year retention for quality control purposes.		

Four copies, including original to be submitted to the National Archives and Records Service.

STANDARD FORM 115-A (REV. 12-83)
Prescribed by GSA
FPMR (4) CFR) 101-11.4

*TABLE 160-8

HIV TESTING PROGRAM

RULE	A If records are	B consisting of	C which are	D then
1	HIV testing	rosters, selection records, and related information	at CBPO, medical treatment facility (MTF), testing laboratory, environmental health services, and unit level	destroy 3 months after all members are tested or PCS transferred.
2		"no show" records for personnel not reporting for testing		destroy after 2 years.
3		notification letters		
4		medical counseling documentation	at MTF	file in member's health record.
5		order to follow preventive medicine requirements	at unit level	destroy on separation from service.
6		blood donor center report	at MTF	destroy after 5 years.
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.
10		Defense Medical Systems Support Center (DMSSC) reportable disease data base		delete/ destroy after 10 years.
11		DMSSC reportable disease data base hard copy/ computer tape output		destroy after 5 years.
12		compiled reports from DMSSC reportable disease data base	at HQ USAF/SGPA	destroy after 10 years.

*TABLE 160-8.   CONTINUED

R U L E	A	B	C	D
	If records are	consisting of	which are	then
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.

CODES FOR USAF HTLV-III SCREENING PROGRAM SPECIMEN
TRANSMITTAL/RESULTS REPORTING (AF FORM 1762)

Submitting Activity: code = assigned base/duty station

Duty Code: A = Active
           R = Reserve
           G = National Guard
           M = Individual Mobilization Augmentee

Catagory Code:
           E = Enlisted
           C = Civilian
           O = Officer
           S = Single
           M = Married
           C = Sexual Contact
           P = Physical Exam

USAF HTLV-III SCREENING PROGRAM
SPECIMEN TRANSMITTAL/RESULTS REPORTING

SUBMITTING ACTIVITY:

TESTING LABORATORY USE ONLY

Submitting Laboratory Identification Number	Individual's Name (Last, First, M.I.)	Social Security Account Number (Full)	Submitting Activity Code	Duty Code (A,R,G,M) See Reverse	Category Code (E,C, C,S,P,O,M) See Reverse	Date Tested:		
						Specimen Number	Results	Remarks

SPECIMEN SHIPPING INFORMATION

Date of Shipment:	Shipping Official:	Commercial Telephone Number:	Autovon Telephone Number:	Shipping Document Number:	Mode of Shipment:	Laboratory Receiving Official & Date
						Laboratory Results Certifying Official & Date