

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*2 items Air Force Unofficial*  
TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION  
Directorate of Administration

3. MINOR SUBDIVISION  
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Mr. K. J. Bilek

5. TEL. EXT.  
11-29209

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>FEB 27 1974</b>	JOB NO. <b>NC 174-152</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<i>3-15-74</i> Date	<i>James B. Rhoads</i> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

26 FEB 1974

*Herbert G. Geiger*  
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief  
Documentation Systems Division  
Directorate of Administration  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	PHARMACY RECORDS (168-7) (Applicable Air-Force-Wide)  See attached table 168-7, rules 7 and 8 which provide disposition for pharmaceutical preparations produced in bulk quantities. The recommended retention period will adequately serve all administrative and legal purposes of the Air Force.	DLT 168-7 Rules 7 & 8	

**TABLE 168-7**

**PHARMACY RECORDS**

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	prescription records	Prescription Form (DD Form 1289)		destroy after 3 years.
2	stock records	Pharmacy Stock Record (AF Form 582)		
3	ward alcoholics and narcotics	Ward Alcoholics and Narcotics Register (AF Form 579)		destroy 2 years after last entry on sheet.
4	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	subject to the Drug Abuse Control Amendments of 1965 (note 1) to the Federal Food, Drug, and Cosmetic Act (note 2), as implemented by Part 166, Title 21, Code of Federal Regulations	destroy after 3 years.
5	bulk orders of noncontrolled drugs			destroy after 1 year.
6	inspection of drugs and biologicals	monthly reports of inspection of ward and clinic drug stocks	maintained by the pharmacy	
7 ★	bulk compounding	manufacturing control data and bulk compounding chronological control log	maintained by the pharmacy	destroy after 3 years, or when no longer required, whichever is sooner.
8 ★		pharmacy master formula		destroy when superseded, obsolete, or no longer required.

Notes: 1. 18 U.S.C. 1114; 21 U.S.C. 321, 331, 333, 334, 352 note, 360, 360a and 372.

2. 21 U.S.C. 301-392.

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2. 21 U.S.C. 301-392.