

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

AFU

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DATE RECEIVED OCT 3 1975	JOB NO. NC - AFU - 76 - 9
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>10-31-75</i> (Date)	<i>James B. R. [Signature]</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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

30 SEP 1975

Herbert G. Geiger
(Signature of Agency Representative)

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

Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	VETERINARY RECORDS (163-1) (Applicable Air Force-Wide) See attached table 163-1 which has been revised to reflect changes in disposition for rules 1, 2, 7, 11, 16, 17, 18, 19, 25, 28, and new rules, (3, 5, 6, 9, 13, 20, 21, 22, 29), added due to additional requirements. The retention period for rules 11, 16, and 17 was increased by 6 months to preclude the screening, cutoff, and establishment of new files at midyear. The reduced retention periods for rules 1, 2, 7, 19, 25 and 28 was made for better management. The AF veterinary service provides for a food inspection service for the Air Force and for the Department of Defense. It also supports a food service sanitation program, zoonotic diseases, performs functions related to preventive medicine and environmental health, a veterinary medical service for government-owned animals and the capability to conduct and support biomedical and veterinary aspects of Air Force research, development, test, and evaluation. The recommended retention periods will adequately serve all legal and administrative requirements of the Air Force.	DLT 163-1 Rules 1 thru 30	

Copy to Agency 11-7-75 (DL)

★163. Veterinary Service. This table covers documentation pertaining to veterinary services and programs, including veterinary food inspection, and health service.

TABLE 163-1					
VETERINARY RECORDS					
R U L E	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
1	food inspection	daily and monthly records of food inspection	★ AF Forms 1148 and 1149	★ destroy after 1 year.	
2		★ initial, update, and special sanitation inspection reports and correspondence	★ sanitary histories of vendor's establishments (see notes)	★ destroy 4 years after removal from approved list or "directory".	
3				★ routine inspection reports and correspondence	destroy after 2 years.
4		★ reports of examinations and/or testing of food products	★ DD Forms 1222, 1234, 1237; AF Form 1553; etc	destroy after 1 year.	
5		★ solicitations and attendant contractual documents	for inspectors use	destroy when purpose has been served.	
6		★ COLEQUAP and inspection of special rations	DD Form 1608, AF Form 2062, 2063	destroy after 6 months.	
7		food inspection stamp records	forms records of issue/turn in or destruction DD Form 1740	★ destroy 1 year after new form is prepared or after 2 years if stamp is destroyed, lost or stolen.	
8			forms, messages, statements or correspondence documenting action taken upon loss or theft of stamps	destroy 2 years after investigation is complete.	
9		★ support documents for administering quality assurance of fresh dairy products	applicable forms, correspondence and laboratory evaluation	destroy after 2 years.	
10		★ veterinary activities report RCS-HAF SGV (M&Q) 7119	★ monthly reports and quarterly consolidated reports		
11		★ food service medical evaluation	★ reports of evaluations of conditions in food facilities, vending machines and aircraft inspections	inspection copies AF Form 977	★ destroy after 1 year.
12				at inspected activity	★ destroy when all reports deficiencies described in the report have been corrected but not before the next medical evaluation.

TABLE 163-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
13 ★		reports of food borne illness investigation	AF 431-433 PHS Forms	destroy after 1 year.
14	military working dogs			see Table 125-1.
15			used for laboratory	destroy after 1 year.
16	animal records	veterinary health certificates	★ used in conducting the veterinary	★ destroy after 1 year.
17.		animal clinical records	★ AF Form 1554	★ may give to owner on transfer or separation; or destroy 2 years after close of the calendar year in which last entry was made, or when animal dies.
18		rabies vaccination certificates	★ DD Form 793	★ destroy when superseded by a new certificate or 3 years from close of CY of issue.
19	veterinary communicable disease	reports	made by base veterinarians to higher headquarters or to civilian authorities concerning cases of animal communicable diseases	★ destroy after 2 years.
20 ★	administration of veterinary medical clinic	purchase orders	used in administering the veterinary medical clinic	destroy after 1 year.
21 ★		central fund-veterinary receipts		destroy after 2 years.
22 ★		animal euthanasia records		destroy 1 year after veterinarian who performed the task departs the base.
23	veterinary aspects of claims	opinion summaries of adjudications involving claims against the Government, which are of a veterinary interest	a ready reference to investigations performed by veterinary officers	retain as long as needed for veterinary investigational support, then destroy.
24	animal bite reports	original reports	initiated at a medical treatment facility for a human patient who has been bitten by (or otherwise exposed to) a suspect rabid animal	file in patient's health records, or clinical record.

TABLE 163-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
25		duplicate report		★ send to base veterinarian, who destroys 1 year after CY of biting incident.
26		other copies		destroy when purpose has been served.
27	rabies quarantine notifications	★ original reports	★ used to notify the animal owner or responsible public health official of the incident and signed by the individual responsible for quarantine to indicate that quarantine has been accomplished	on completion of quarantine, forward to attending physician for inclusion in patient's health record, or clinical record.
28		★ duplicate report	★ retained at the veterinary office and filed with the duplicate of the respective report	★ destroy 1 year after CY of biting incident.
29 ★		other copies		destroy when purpose has been served.
30	animal facility sanitation	★ AF Form 1556	★ reports on sanitary inspections of facilities which house animals	destroy after 1 year.
Note:	<p>1. On inactivation of an installation, transfer all records to the military base or service assuming inspectional cognizance of the geographical area.</p> <p>★ 2. Destroy in accordance with applicable directives if these reports were completed in conjunction with Class 3 inspections.</p> <p>★ 3. Disposition will be IAW procurement directives if these records substantiate contractor performance.</p>			