

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

**DEPARTMENT OF THE AIR FORCE**

2. MAJOR SUBDIVISION

**Directorate of Administration**

3. MINOR SUBDIVISION

**Documentation Systems Division**

4. NAME OF PERSON WITH WHOM TO CONFER

**Mr. K. J. Bilek**

5. TEL. EXT.

**767-4496**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

**LEAVE BLANK**

DATE RECEIVED

**3 APR 1978**

JOB NO.

**NC1 AFU 78 28**

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.

**4-17-78** *James B. Rhoads*  
(Date) 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**24 MAR 1978**

Date

*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	<p align="center"><b>CLINICAL RECORDS AND RELATED DOCUMENTS (168-4) (Applicable Air Force-Wide)</b></p> <p>See attached table 168-4, rules 21 and 22 which describe fetal monitor strips and associated locator cards. A determination has been made by the medical and legal personnel that the entire fetal monitor strip is of medical-legal importance and must be retained.</p>		

*Sent to agency 4/18/78*

TABLE 168-4 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
18	registers of patients			see table 168-3, rule 1.
19	field medical cards	US Field Medical Card or similar form used in field identification of casualties for further medical care		file original in patient's Clinical Record.
20				destroy duplicate after it has served as a basis for preparation of patient's record and any required notification action.
21 ★	fetal monitor strips (note 1)		maintained in register number sequence	cut off annually, hold for 1 year and retire in register number sequence.
22 ★	fetal monitor locator cards (note 1)	cards maintained in alphabetical order	maintained with fetal monitor strips	cut off annually, hold for 1 year and retire in alphabetical order with fetal monitor strips to which they pertain.

Notes: 1. Clinical 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 have been verified. a. In hospitals *without clinical record libraries* arrange the inactive files alphabetically by patients' last names and group as follows: (1) US military, including retired and Air Force Academy Cadets. (2) All others. Cut off inactive file annually and establish a new file as of 1 January. b. In hospitals *with clinical record libraries* maintain Clinical Records in register number sequence. c. Clinical records pertaining to military personnel are destroyed 50 years after date of latest document; clinical records pertaining to non-military patients are destroyed 25 years after date of latest document. Clinical records for active duty personnel treated at Public Health Service medical facilities are retired to and destroyed by GSA Regional Federal Records Centers (see Attachment 2) 50 years after date of last treatment; however, address requests for medical records to the facility where treatment was received.

2. This applies to clinical record library hospitals *only*. Retire Clinical Records in register number sequence in the two categories prescribed in note 1 (see also rules 2 and 4). Each category of Clinical Records is accompanied by an alphabetical listing or 3 x 5 cards, in alphabetical sequence, which contains the patient's name (last, first, middle initial), register number, and SSAN (or service number) as a minimum where applicable (see rule 17). Since Clinical Records are retired in register number sequence, it is essential that the related nominal index file be retired for reference purposes at the Records Centers.

3. Before delivery of records to foreign nationals, screen records in detail and remove all security information, regardless of specific classification. Forward classified records to AFIS/INFOD for review and further transmission, if warranted, to the government concerned. Forward records of deceased personnel direct to HQ USAF/SGAB for transmittal to parent country.

4. If VA returns the record, file it under its register number and retire as provided in rules 1 and 2 this table.