

**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 25 APR 1978	JOB NO. NC1 AFU 78 35
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.	
5-11-78 (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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

21 APR 1978

Herbert G. Geiger
(Signature of Agency Representative)

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

Date

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	ADMINISTRATIVE PATIENT RECORDS (168-3) (Applicable Air Force-Wide) See attached table 168-3, rule 8 which describes consent forms and provides for their disposition. The Department of Health, Education, and Welfare, Center for Disease Control, agree with the retention period and it conforms with the instructions to the States. This action will adequately serve all Air Force requirements.	NN 170-33	

115-106

*5/15/78. Copy to NRM.
5/16/78 Copy to Agency plus*

7	physical medicine rehabilitation	hospital records maintained for each patient who, in the physical medicine rehabilitation service, receives treatment consisting of physical therapy, occupational therapy, physical reconditioning, or functional rehabilitation	retained as a basis for preparing periodic reports to the Surgeon General, HQ USAF	destroy after 1 year.
8 ★	consent forms	individual authorizations for influenza (flu) immunizations	maintained in separate files	retain 1 year after annual cutoff, hold 4 years in staging area, then destroy.

Note: WD-MD Forms 52 and WD-AGO Forms 8-24, arranged in alphabetical order, should have been retired to NPRC (MPR); those arranged in numerical sequence should have been destroyed.