

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 8/20/79
LEAVE BLANK

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

JOB NO NCI-AFU-79-29
DATE RECEIVED 20 MAR 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
<i>5-14-79</i> Date <i>James B. Rhoads</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT) DEPARTMENT OF THE AIR FORCE	
2. MAJOR SUBDIVISION 1947 Administrative Support Group (HQ USAF)	
3. MINOR SUBDIVISION Information Management & Resources Division	
4. NAME OF PERSON WITH WHOM TO CONFER Mr. K. J. Bilek	5. TEL. EXT 694-3495

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE 15 MAR 1979	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	MEDICAL, STATISTICAL, AND RELATED REPORTS (168-6) (Applicable at HQ AFMSC Only) See attached table 168-6, rules 2.1, 2.2, 6.3, and 6.4 providing for biostatistical material maintained by Headquarters Air Force Medical Service Center, Brooks AFB, Texas. The biometrics reports represent worldwide tabulations of biostatistical workload from RCS reports HAF-SGH(M) 7118 and HAF-SGH(AR) 7109 together with associated coding structure books and programming specifications. This material is required to support Air Staff, OSD, other federal agencies and Congressional positions, or inquiries relating to Air Force Medical Service resources allocation and management. This material is further used as continuing documentation of medico-legal significance for on-going research and policy formation topics. The workload tabulations prepared and maintained by the Biometrics Division are mission essential for the entire Air Force Medical Service. Without these management information systems, including the historical audit trail, executive medical leadership at the MAJCOM, HQ USAF and OSD levels would be severely inhibited in their planning and management of worldwide Air Force Medical Service resources including funds, manpower, facilities, medical and non-medical equipment and contractual services. These retention periods will adequately	X	

serve all Air Force requirements.

sent to Agency 5-15-79 MJG 4/1/79

4/1/79

TABLE 168-6

MEDICAL, STATISTICAL, AND RELATED REPORTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
2.1 *	report of patients	monthly machine tabulations of data obtained from report of patients	at HQ AFMSC	destroy after 5 years:
2.2 *		annual machine tabulations of data obtained from report of patients		destroy after 50 years if purpose has been served (note 1).
6.3 *	clinical record cover sheet tabulations (not clinical reference indexes of diagnoses, operations, and deaths (see rules 4 and 5))	monthly machine tabulations of data obtained from the clinical record cover sheets	at HQ AFMSC	destroy after 3 years.
6.4 *		annual machine tabulations of data obtained from the clinical record cover sheets (includes computer programming specifications, ADP-user life cycle documentation, and data element and coding manuals not published as Air Force manuals)		destroy after 50 years if purpose has been served (note 1).
Note:	Documentation retention beyond 50 years requires special authorization by HQ USAF/DAA(S).			