

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

6/27/79

LEAVE BLANK	
JOB NO NCI-AF4-79-40	
DATE RECEIVED 27 JUN 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-23-79 Date	<i>[Signature]</i> Archivist of the United States

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 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 2 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 22 JUN 1979	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	AEROSPACE MEDICINE PROGRAM RECORDS (161-1) (Applicable Air Force-Wide) See attached table 161-1, rule 5, which describes flying or special operational duty log, AF Form 1041, and provides disposition instructions after 5 years. The retention period will adequately serve all Air Force requirements.		

*CC: NUM 7-24-79. 1/1/79
Copy sent to Agency: 7/25/79. [Signature]*

161. Aerospace Medicine. These tables cover documentation pertaining to aircrew and aerospace effectiveness programs, physiological training, and other medical activities related to flying personnel, occupational health, bioenvironmental engineering, military public health, and control of communicable diseases.

TABLE 161-1

AEROSPACE MEDICINE PROGRAM RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	aerospace medicine reports	reports and comparable records	used in supervising and monitoring the Aerospace Medicine Program applying the principles of Flight Medicine, Military Public Health, and Occupational Medicine	destroy after 2 years. (<i>Exception:</i> Destroy copies maintained for research and teaching when purpose has been served.)
2	★ medical recommendation for change in flying or special operational duty		originals filed in member's health record	retain according to Chapter 3, AFM 168-4.
3			★ copies in flight management Offices and Aircrew Training/Evaluation Records (AF Form 846)	★ retain all copies currently applicable; for example, last annual or incoming clearance, any grounding until it is replaced by a copy returning the member to flying or special operational duty.
4	application for airman medical certificate, and report of medical examination	copies of FAA forms of medical history and examination	retained, according to AFR 160-104, by aviation medical officers authorized to perform medical examinations for applicants for FAA medical certificates	destroy after 2 years.
5 ★	medical recommendation for flying or special operational duty log		used by medical facility to record AF Form 1042 actions	destroy after 3 years.