

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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, HQ USAF

3 MINOR SUBDIVISION
Documentation Management

4 NAME OF PERSON WITH WHOM TO CONFER
Mrs. Grace T. Rowe

5 TEL EXT
694-3527

LEAVE BLANK

JOB NO
NCI-AFU-83-47

DATE RECEIVED
12/21/82

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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7/19/83 *Robert K. Ware*
Date Archivist of the United States

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
16 DEC 1982

D SIGNATURE OF AGENCY REPRESENTATIVE
James E. Dagwell

E TITLE
JAMES E. DAGWELL
Chief, Documentation Management
Directorate of Administration

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>SPECIALIZED PUBLICATIONS (Table 8-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to add two new rules to cover disposition of Air Force Medical Materiel Letters (AFMML).</p> <p>Rule 14 covers the record set of these letters. The AFMML is a specialized publication issued every 2 weeks to provide timely medical materiel management data to AF medical activities worldwide. The AFMMLs contain the following information: management and catalog data, procurement advice, materiel complaints, quality assurance information, maintenance/engineering data, excess advertisements and operational guidance. Data regarding FDA recalls, DPSC quality assurance notices for drugs and devices and warnings on hazardous equipment systems or maintenance procedures is also disseminated to base level activities through the AFMMLs.</p> <p>The Air Force Medical Materiel Field Office, the OPR who keeps the record set for the AFMMLs, needs to keep the letters in the office for 25 years. These letters are a small volume file. This data is required for expeditious retrieval to support inquiries concerning use of medica-</p>		<p><i>3 items</i></p>

No mass data change sheet required. Copy of job sent to agency, NNI, and ANM by ORAW, 7/21/83.

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 3
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>tions and procedures on the treatment of patients. The effect of drugs and materiel often does not show up as patients health problems until many years after use. Holding the AFMMLs for 25 years will provide ample time to study the cause and effect of the drugs or equipment prescribed for use in the letters, to make trend analyses and for general reference purposes.</p> <p>Rule 15 covers the copies of the AFMMLs that are used in medical treatment facilities, MAJCOM, Separate Operating Agencies (SOA), HQ USAF Surgeon General, HQ Air Force Medical Service Centers activities, and the USAF Reserves. The AFMMLs remain in effect for 24 months from date of publication, therefore, the copies may be destroyed after 2 years. The letters are maintained in numbered sequence by calendar year.</p>		

TABLE 8-1 Specialized Publications

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
14 *	AF Medical Materiel Letters (AFMMLs)	record copies	at the Air Force Medical Materiel Field Office (AFMMFO)	destroy after 25 years (note 4).
15 *		copies of the AFMMLs	at medical treatment facilities, HQ USAF/ Surgeon General, HQ Air Force Medical Service activities, MAJCOM/SOAs, and USAF Reserve	destroy after 2 years (note 4).

Note 4. Retain in current file until eligible for destruction.
 [Amended by R. Wire per AFM 12-50, change 21 and
 per Dennis Shwell, 3/23/83]