REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO. NC1-AFU-85-30

DATE RECEIVED 6-14-85

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
Mr R. P. Dwyer	694-3494	4-10-86	Frank A Burke

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
7 JUN 1985	Grace T Rowe	GRACE T. ROWE Records Management Branch Directorate of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN *(NARS USE ONLY)*
	LABORATORY RECORDS (Table 160-3) (Applicable Air Force-wide)		
1	Rules 5, 7, and 8. These rules for tissue examinations are revised to change their locations and dispositions. Rule 7 disposition, currently permanent, is changed to disposable per NARA recommendation. Based on experience concerning the period of time a medical case may remain active, such as when additional studies are done on a patient that are related to a particular biopsy study, it is important that these records remain retrievable in the laboratory while this probability exists.	NN-170-33	
2	Rules 9 and 10. These rules for cytology examinations are revised to change descriptions by combining current information, add where the records are located, and change their dispositions. Rule 10 disposition, currently permanent, is changed to disposable per NARA recommendation. Justification for disposition is same as for Rules 7 and 8 above.	NN-170-33	
3	Rule 10.1. Added to destroy copies of Class I-V cytology examination reports at Class C and D laboratories. Justification for disposition is same as for Rules 7 and 8 above.		
			5 items

115-108 Copies sent to Agency, NCF & NNM, 4-18-86 - CmH

NSN 7540-00-634-4064

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4

TABLE 160-3

LABORATORY RECORDS

RULE	A If documents are or pertain to	B consisting of	C which are	D then
5	tissue examination	no change	at Class A and B laboratories	no change
7		no change	at Class A and B laboratories	destroy after 7 years, or when no longer needed for training, historical or research purposes, whichever is later.
8			at Class C and D laboratories	destroy after 5 years, or when no longer needed, whichever is later.
9	cytology examination	copies of Class I cytology examination reports of vaginal, cervical, and other fluids and tissue scrapings	at Class A and B laboratories	destroy after 5 years, or when no longer needed, whichever is later.
10		copies of Class II-V cytology examination reports of vaginal, cervical, and other fluids and tissue scrapings		destroy after 7 years, or when no longer needed for training, historical or research purposes whichever is later.
10.1 *		copies of Class I-V cytology examination reports	at Class C and D laboratories	