REQUEST RAUTHORITY		LEAVE, BLANK		
		DATE RECEIVED	ов NO. 108 - 273 - 345,	
TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408				
1. FROM (AGENCY OR ESTABLISHMENT) DEPARTMENT OF THE AIR FORCE, HQ USAF 2. MAJOR SUBDIVISION DIRECTORATE OF ADMINISTRATION		In accordance with the provisions of 44 U.S.C. 3303a the dis- posal request, including amendments, is approved except for items that may be stamped ''disposal not approved'' or ''with- drawn'' in column 10.		
3. MINOR SUBDIVISION DOCUMENTATION SYSTEMS DIVISION				
4. NAME OF PERSON WITH WHOM TO CONFER Mr. K. J. Bilek 6. CERTIFICATE OF AGENCY REPRESENTATIVE:	5. TEL. EXT. 11 <b>-</b> 29209	<u>7-18-73</u>	Emerger Archivist of the United States	

27 JU	IN 1973 TILLA. Document	G. GEIGER, Chief ation Systems Division te of Administration	
(Date)	(Signature of Agency Representative)	(Title)	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. Sample Or JOB NO.	10. ACTION TAKEN
	NURSING SERVICE RECORDS (168-10) (Applicable Air Force-wide) See attached table 168-10, rule 4 which red the retention period from permanent to dest after 5 years. This revised retention peri will adequately serve all administrative an legal purposes of the Air Force.	roy DLT 168	-10
		Revised Nov Prescribed by Administra	General Services

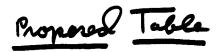


TABLE 168-10

NURSING SERVICE RECORDS

RU	A	В	С	D ·
Ŭ E	If documents are or pertain to	consisting of	which are	then
1	nursing supply records	Central Nursing Supply Issue Record (AF Form 580), or comparable forms		destroy 30 days after items have been returned and posted to inventory records.
2	nursing service report	Nursing Service 24-Hour Report (AF Form 587), or comparable forms		destroy after 3 months.
3	ward reports	statistical reports or listings of ward patients, such as daily and weekly patient census, patient strength re- ports, and ward patient rosters		
4	operating room schedules	register or ledger containing information on the operations performed for each day	at hospitals	★ destroy after 5 years.
15		types lists of operations scheduled for the next day	1 	destroy when purpose has been served.
6	sterilizer testing documentation	completed forms which indicate the efficiency of sterilizers		destroy after 2 years.

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