

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

*Air Force
Undifferentiated
1 item*

LEAVE BLANK	
DATE RECEIVED 28 JUN 1973	JOB NO. NN-173-345
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
7-18-73 <i>James B. Rhoads</i> Date Archivist of the United States	

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

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. K. J. Bilek

5. TEL. EXT.

11-29209

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

27 JUN 1973

Herbert G. Geiger

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate 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
	<p>NURSING SERVICE RECORDS (168-10) (Applicable Air Force-wide)</p> <p>See attached table 168-10, rule 4 which reduces the retention period from permanent to destroy after 5 years. This revised retention period will adequately serve all administrative and legal purposes of the Air Force.</p>	<p>NN170-33 DLT 168-10</p>	

Proposed Table

TABLE 168-10

NURSING SERVICE RECORDS

R U L E	A	B	C	D
	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 reports, 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.
5		types lists of operations scheduled for the next day		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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