

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

11 items Air Force Wide
TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

DATE RECEIVED MAR 5 1974		LEAVE BLANK JOB NO.
NC 174-157		
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 "with-drawn" in column 10.		
3-29-74 Date		<i>James B. Rhoads</i> Archivist of the United States

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.

21 FEB 1974

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">PHYSIOLOGICAL TRAINING/ THERAPY RECORDS (161-2)</p> <p align="center">(Applicable Air Force-Wide)</p> <p>See attached table 161-2, rules 9 thru 19 which have been added to this table. These rules provide disposition instructions for documentation created from the use of compression chambers in the treatment of decompression sickness and other disorders amenable to treatment by compression (hyperbaric) therapy. The recommended disposition will adequately serve all administrative and legal purposes of the Air Force.</p> <p><i>Changes in items 9, 15, 19 made with approval of K. J. Bilek.</i></p>	DLT 161-2 rules 9 thru 19	

TABLE 161-2 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9 ★	Treatment Records (AF Form 1352 and SF 502)	originals		retain as permanent in patient's health record. <i>for 50 years after date of latest document</i>
10 ★		first copy	at USAFSAM	retain until no longer needed.
11 ★		other copies	at HQ USAF and MAJCOMs	
12 ★			at base training facilities	retain for 3 years, then destroy.
13 ★	Individual Dive Record and Repetitive Dive Worksheet (AF Form 1353)		completed on each individual participating inside compression chamber	give to individual.
14 ★	Compression Chamber Operation Record (AF Form 1354)		at base training facilities	destroy after 3 years.
15 ★	Compression Chamber Reactor Case Report (AF Form 1355)	original		retain as permanent in patient's health record. <i>for 50 years after date of latest document</i>
16 ★		first copy	at USAFSAM	retain until no longer needed.
17 ★		copies	at HQ USAF and MAJCOMs	
18 ★			at base training facilities	retain for 3 years, then destroy.
19 ★	Oxygen Sensitivity Tolerance/Pressure Test (AF Form 1360)			retain as permanent in individual's medical record. <i>for 50 years after date of latest document</i>

TABLE 161-2

PHYSIOLOGICAL TRAINING RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	Chamber Flight Record (AF Form 701)	originals	at base training facilities	forward on a monthly basis to USAFSAM, where they are retained until no longer needed.
2		copies		maintained at unit for 3 years, then destroyed.
3	Physiological Training Monthly Report (AF Form 700); Chamber Reactor Case Report (AF Form 361)	originals	at HQ USAF and/or USAFSAM for program planning and as a source for medical and flight safety research	retain until no longer needed.
4		copies	★ at other than HQ USAF and/or USAFSAM	destroy after 3 years.
5	Physiological Training Record (AF Form 699)		at base training facilities	★ retain at unit for 6 years, then destroy.
6	Physiological Training (AF Form 1274)			issue to individual on completion of training.
7	Individual Physiological Training Record (AF Form 702)	for aircrew personnel	a part of AF Form 846	see T55-7, R3.
8		for non-aircrew personnel		retained as permanent in individual's medical record.

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TABLE 168-4 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
18	registers of patients	books or similar volumes containing Register of Patients forms on which register numbers are assigned in numerical sequence to patients admitted to a medical facility	<i>with and without</i> clinical record libraries	retain as permanent until facility is inactivated; retire to NPRC (MPR). (See also table 168-3.)
19	field medical cards	US Field Medical Card or similar form used in field identification of casualties for further medical care		file original in patient's Clinical Record.
20				destroy duplicate after it has served as a basis for preparation of patient's record and any required notification action.

Notes: 1. Clinical Records of patients whose cases are completed by return to duty, death, separation, or retirement from the service, absence without leave or desertion, or discharge from the medical treatment facility (in cases of nonmilitary personnel) are placed in an inactive file after entries have been verified.

a. In hospitals *without clinical record libraries* arrange the inactive files alphabetically by patients' last names and group as follows:

- (1) US military, including retired and Air Force Academy Cadets.
- (2) All others.

Cut off inactive file annually and establish a new file as of 1 January.

b. In hospitals *with clinical record libraries* maintain Clinical Records in register number sequence.

c. When a clinical record library or the hospital is to be inactivated, request disposition instructions from HQ USAF/DAD as soon as practicable.

d. Clinical records pertaining to military personnel are destroyed 50 years after date of latest document; clinical records pertaining to nonmilitary patients are destroyed 25 years after date of latest document. Clinical records for active duty personnel treated at Public Health Service medical facilities are retired to and destroyed by GSA

Regional Federal Records Centers (see Attachment 2) 50 years after date of last treatment; however, address requests for medical records to the facility where treatment was received.

2. This applies to clinical record library hospitals *only*. Retire Clinical Records in register number sequence in the two categories prescribed in note 1 (see also rules 2 and 4). Each category of Clinical Records is accompanied by an alphabetical listing or 3 x 5" cards, in alphabetical sequence, which contains the patients's name (last, first, middle initial), register number, and SSAN (or service number) as a minimum where applicable (see rule 17). Since Clinical Records are retired in register number sequence, it is essential that the related nominal index file be retired for reference purposes at the Records Centers.

3. Before delivery of records to foreign nationals, screen records in detail and remove all security information, regardless of specific classification. Forward classified records to HQ USAF/IN for review and further transmission, if warranted, to the government concerned. Forward records of deceased personnel direct to HQ USAF/SGAB for transmittal to parent country.

* 4. If VA returns the record, file it under its register number and retire as provided in rule 1 and 2 this table.