

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*4 items*  
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**

3. MINOR SUBDIVISION  
**Documentation Systems Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Mr. K.J. Bilek**

5. TEL. EXT.  
**756-2384**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>NOV 9 1976</b>	JOB NO. <b>NC 1-AFCI-77-23</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>3-24-77</b> (Date)	<i>James B. Rhoads</i> Archivist of the United States

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.

**30 OCT 1976**      *Herbert G. Geiger*      *James B. Rhoads*  
Date      (Signature of Agency Representative)      (Title)  
Chief, Documentation Division  
Directorate of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	BIO-ENVIRONMENTAL SURVEYS & MEDICAL INSPECTION REPORTS (161-5) (Applicable Air Force-Wide)  See attached table 161-5 rules 5 and 6 which provide disposition instructions for documentation created and maintained as required by the Safe Drinking Water Act (PL 93-523), the Environmental Protection Agency Interim Primary Drinking Water Standards and DOD Directive 6230.1. This Act requires the establishment of drinking water standards to protect the health of the Air Force community and to ensure compliance with the applicable laws and regulations. The USAF Occupational and Environmental Health Laboratory role is to accomplish all the drinking water chemical analyses that can not be accomplished on base; requires the Laboratory to attempt to obtain approval from each State in which Air Force Bases are located and requires results of the bacteriological and chemical analyses to be reported to the States. The retention periods comply with all applicable laws/directives and adequately serves all legal and administrative requirements of the Air Force.	DLT 161-5 Rules 5 & 6	

*sent to agency and NCW - 3/29/77 JB*

TABLE 161-5

## BIO-ENVIRONMENTAL SURVEYS &amp; MEDICAL INSPECTION REPORTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	survey reports, special reports, or industrial facility inspection and environmental pollution survey case files	epidemiological survey reports or environmental/public health reports on air pollution, noise, radiation, & other environmental/health surveys	at performing activities	destroy selected materials after 5 years. Pertinent survey reports, documents, and correspondence, as determined by the officer in charge, are retained permanently (chronological within the folder) in case files and retired on inactivation of facility to WNRC.
2			at epidemiological units	permanent, retire on inactivation of unit.
3			at MAJCOMs	destroy 1 year after corrective action is completed.
4	facility medical inspection reports	reports of inspection of sanitary conditions of barber shops, gyms, nurseries, etc.	at environmental health activities	destroy after 1 year.
5 ★	drinking water reports	sanitary surveys and water analyses reports	at environmental health activities	destroy bacteriological analyses after 5 years, <del>written reports or</del>
5.1			<i>written reports</i>	letters by Air Force, local, State or Federal Agencies relating to sanitary surveys, destroy after 10 years.
6 ★			at USAF Occupational and Environmental Health Laboratory	destroy selected radiological and chemical analyses after 10 years.
6.1				Retain pertinent analyses necessary to support EPA and State requests for 20 years.

10-450.1