

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**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.

**767-4496**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>19 APR 1978</b>	JOB NO. <b>NC1 AFU 78 33</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 "with-drawn" in column 10.	
<b>4-20-78</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.

**10 APR 1978**

Date

*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	VETERINARIES RECORDS (163-1) (Applicable Air Force-Wide)  See attached table 163-1, rule 19 which extends the retention period from 2 years to 3 years. This extension is based on the large number of states and foreign countries which recognize the rabies vaccine for 3 years to validate the requirement for retaining AF Form 1554 for 1 additional year. This revised retention period will adequately serve all Air Force requirements.	NC1-AFU-76-9	

*Sent to agency - 4/21/78*

TABLE 163-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
13	food service medical evaluation	reports of evaluations of conditions in food facilities, vending machines and aircraft inspections	inspection copies AF Form 977	destroy after 1 year.
14			at inspected activity	destroy when all reports deficiencies described in the report have been corrected but not before the next medical evaluation.
15		reports of food borne illness investigation	AF 431-433 PHS Forms	destroy after 1 year.
16	military working dogs			see Table 125-1.
17	research animal service		used for laboratory research	retire as permanent.
18	animal records	veterinary health certificates	used in conducting the veterinary examination	destroy after 1 year.
19		animal clinical records	AF Form 1554	*may give to owner on transfer or separation; or destroy 3 years after close of the calendar year in which last entry was made, or when animal dies.
20		rabies vaccination certificates	DD Form 793	destroy when superseded by a new certificate or 3 years from close of CY of issue.
21	veterinary communicable disease	reports	made by base veterinarians to higher headquarters or to civilian authorities concerning cases of animal communicable diseases	destroy after 2 years.
22	administration of veterinary medical clinic	purchase orders	used in administering the veterinary medical clinic	destroy after 1 year.
23		central fund-veterinary receipts		destroy after 2 years.
24		animal euthanasia records		destroy 1 year after veterinarian who performed the task departs the base.
25	veterinary aspects of claims	opinion summaries of adjudications involving claims against the Government, which are of a veterinary interest	a ready reference to investigations performed by veterinary officers	retain as long as needed for veterinary investigational support, then destroy.
26	animal bite reports	original reports	initiated at a medical treatment facility for a human patient who has been bitten by (or otherwise exposed to) a suspect rabid animal	file in patient's health records, or clinical record.

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