

Red NCO 7547814

REQUEST FOR RECORDS DISPOSITION AUTHORITY.
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1- AFU -78 58
DATE RECEIVED	SEP 7 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	SEP 18 1978
	<i>James B. Rhoads</i> Archivist of the United States

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

1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION

Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr K. J. Bilek

5. TEL. EXT.

767-4496

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
1 SEP 1978	<i>Herbert G. Geiger</i>	HERBERT G. GEIGER, Chief Information Mgt and Resource Div

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	GENERAL ADMINISTRATIVE RECORDS OF MEDICAL ACTIVITIES (Applicable Air Force-wide) See attached table 168-1, rule 11, which identifies patient or clinical service questionnaires/surveys and provides for its disposition. These surveys are reviewed by management to evaluate the quality of medical care being rendered and also to detect any weakness in the Health Care Management System. The retention period will adequately serve all Air Force requirements.	168-1	

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sent to Agency 9-21-78 mjs

TABLE 168-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8	medical checklist	medical investigator's checklist for casualties of aircraft accidents	used to simplify the tasks of the medical investigator and his assistants	destroy after 3 months.
9	medical emergency information	hospital alert information (aircraft/missile crash)	used to record emergency medical information pertaining to ambulance requests, aircraft/missile emergencies, and to record action(s) taken	
10	affiliation agreements	affiliation agreements with civilian medical/training education institutions and related documents	required for record/monitoring purposes	destroy when superseded, obsolete or no longer needed for reference.
11 ★	patient or clinical service questionnaires/surveys	patient's opinion of the quality of care received and/or services rendered	evaluated by management to justify changes in procedures or addition of services	destroy after 1 year or when no longer needed.