

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

NZ *8/21/80*

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. R. P. Dwyer

5 TEL EXT
694-3494

LEAVE BLANK	
JOB NO	
NCI-AEU-80-45	
DATE RECEIVED	
August 22 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>8-26-80</i> Date	<i>James P. O'Neil</i> Acting Archivist of the United States

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 <i>14 AUG 1980</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgmt and Resources Division	
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO 10 ACTION TAKEN
	<p align="center">INDIVIDUAL DENTAL HEALTH RECORDS AND X-RAYS (Table 162-1) (Applicable Air Force-wide)</p> <p>Attached revised table 162-1, Note, changes destruction date of non-military dental health records. This revision relates to NARS request of 31 Mar 80 to DOD to change disposition of these records. DOD response, 18 Jun 80 to NARS stated that Air Force would submit an SF 115 for their own records.</p>		<p align="center">NCI-330-80-8</p> <p align="right"><i>1 item</i></p>

Copy to NDM agency

TABLE 162-1

INDIVIDUAL DENTAL HEALTH RECORDS AND X-RAYS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
	<p>Note: Last sentence changed to: " individual dental health records pertaining to non-military persons are destroyed <u>15</u> years after date of latest document. "</p>			

162. Dental Service. These tables cover documentation pertaining to dental services and programs, including dental research and prevention of dental diseases, examination and treatment of personnel, administration of dental clinics and dental prosthetic laboratories.

TABLE 162-1

R6342

INDIVIDUAL DENTAL HEALTH RECORDS AND X-RAYS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	individual dental health records	dental health record folders containing dental examination and treatment forms such as Dental Health Record (SF 603), Consultation, Laboratory Reports, Dental Patient History, Periodontal Scoring Chart, and related records and data	AF active duty military personnel	see AFR 35-44 and AFM 162-1
2			Army, Navy, and Marine Corps active duty military personnel	see AFMs 162-1 and 168-4.
3			retired AF general officers and personnel on temporary disability retired list (TDRL)	retire to AFMPC/MPCDR, Randolph AFB TX 78148, 1 year after annual cutoff (see note).
4			retired military personnel (except personnel in rule 3)	★ retire to NPRC (CPR) 2 years after year of last treatment
5			dependents of military personnel	[see note]
6			civilian employees of the Army, Navy, and Air Force	★ retire records of employees transferred to an AF activity within the Military District of Washington or to another activity within the Federal Service, and records of employees who are separated from the Federal Service, to NPRC (CPR) at the end of each calendar year [see note]
7			foreign nationals	see table 168-4
8			American Red Cross personnel	see table 168-4, and note
9			Coast Guard personnel on active duty	retire to Commandant (PM), US Coast Guard, Wash DC 20226, 1 year after annual cutoff (see note)

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TABLE 162-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
10			Peace Corps and State Dept personnel, and all other personnel not covered in rules 1 through 9	retire to NPRC (CPR) 1 year after annual cutoff (see note).
11	dental treatment plans	dental forms (SF 521) and SF 513 when used within the dental service for treatment planning		destroy when proposed treatment has been completed and recorded on Dental Health Record (SF 603).
12	temporary dental health records		used for exchanging and receiving treatment data from another dental facility	destroy after all transcriptions have been made on permanent records and have been initialed by transcribing officer.
13			used as a temporary record pending arrival of Field Record Group	
14	dental X-ray film	exposed dental X-rays	taken for evaluation, treatment, and followup care of periodontic, prosthodontic, orthodontic, and oral surgical problems, or oral manifestations of systemic diseases	retain as part of the Dental Health Record.
15			initial, full mouth X-rays	retain, so long as legible, as part of the Dental Health Record.
16			taken incident to hospitalized dental cases	include with individual Clinical Records when required.
17			obtained for other purposes, and determined to be of no more value	destroy when appropriate findings are entered on individual's Dental Health Record.

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18			judged by a dental officer to be of unusual interest or selected for teaching or research purposes	retain in a separate file, and destroy when no longer usable or needed.
19			unidentifiable	destroy immediately.

Note: Maintain Dental Health folders of individuals identified in rules 3, 4, 5, 6, 8, 9, & 10 in one alphabetical file. Cut off the file at the end of each calendar year, and establish a new file on 1 January. As individuals apply for subsequent dental treatment, bring forward the records in the previous year's file to the current year's file, and continue entries thereon. At the end of each year, retire or dispose of records remaining in the previous year's file as indicated in rules 1D through 10D. If Dental Records of dependents of military personnel are forwarded to another military dental treatment facility at the request

of the sponsor or dependent, AF Form 614, "Charge-Out Record," is inserted in the file in place of the record, and the card retired with the records of the calendar year. The card will contain: name of patient, name of facility to which records were forwarded and date forwarded. Individual dental health records pertaining to military personnel are destroyed 50 years after date of latest document, individual dental health records pertaining to nonmilitary persons are destroyed ~~25~~ 15 years after date of latest document.

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1 August 1974

AFM 12-50 (C13)