

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: NN-173-000345**

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

### Description:

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. This schedule contains only temporary items, has not otherwise been superseded, and significantly predates the 1987 manual. Therefore it is assumed that this schedule is superseded by N1-AFU-90-003.

Date Reported: 7/23/2024

NN-173-000345

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*Air Force  
Unauthorized  
1 item*

LEAVE BLANK	
DATE RECEIVED <b>28 JUN 1973</b>	JOB NO. <b>69-173-345</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.	
Date <b>7-18-73</b>	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

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.

**27 JUN 1973**

*Herbert G. Geiger*

**HERBERT G. GEIGER, Chief  
Documentation Systems Division  
Directorate of Administration**

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><b>NURSING SERVICE RECORDS (168-10) (Applicable Air Force-wide)</b></p> <p>See attached table 168-10, rule 4 which reduces the retention period from permanent to destroy after 5 years. This revised retention period will adequately serve all administrative and legal purposes of the Air Force.</p>	<p>NN170-33 DLT 168-10</p>	

# Proposed Table

**TABLE 168-10**

**NURSING SERVICE RECORDS**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	If documents are or pertain to	consisting of	which are	then
1	nursing supply records	Central Nursing Supply Issue Record (AF Form 580), or comparable forms		destroy 30 days after items have been returned and posted to inventory records.
2	nursing service report	Nursing Service 24-Hour Report (AF Form 587), or comparable forms		destroy after 3 months.
3	ward reports	statistical reports or listings of ward patients, such as daily and weekly patient census, patient strength reports, and ward patient rosters		
4	operating room schedules	register or ledger containing information on the operations performed for each day	at hospitals	★ destroy after 5 years.
5		types lists of operations scheduled for the next day		destroy when purpose has been served.
6	sterilizer testing documentation	completed forms which indicate the efficiency of sterilizers		destroy after 2 years.

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