

214

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-AFU-88-5

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED
10-21-87

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Directorate of Information Management and Administration

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION

Records Management Policy Section

4. NAME OF PERSON WITH WHOM TO CONFER

Grace T. Rowe

5. TELEPHONE EXT.

694-3494

DATE

11-3-87

ARCHIVIST OF THE UNITED STATES

Frank A. Bunk

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

SEP 28 1987

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T Rowe

D. TITLE

GRACE T. ROWE
Records Mgt Policy Section
Directorate of Administration

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

MILITARY AND CIVILIAN PERSONNEL (TABLE 30-1)
(Applicable Air Force-Wide)

The purpose of the request is to make Rule 11.2, alcohol abuse case files, applicable for other than civilian employees and to establish Rule 11.3 to cover cases on civilian employees; Rule 12.2 on drug abuse control evaluation case files to cover other than civilian employees and add Rule 12.4 to cover drug abuse case files on civilian employees. The disposition for the case files on civilian employees is "destroy 3 years after the case is closed". Disposition on rules 11.2 and 12.2 remain the same.

Civilian employees' long tenure on a base, plus the slow workings of disability claims, adverse actions and grievances make the three years necessary to protect the Air Force's best interest.

History shows a percentage of troubled employees recycle after a period of seeming improvement. We believe Social Actions should keep the closed civilian files secured in compliance with drug/alcohol Public Laws and readily accessible for release when legally requested by the employee, Legal, Union or Management. This extension of time would allow us to maintain substantive proof that all federal requirements for offering assistance were met.

copy to agency 11-4-87

TABLE 30-1 - MILITARY AND CIVILIAN PERSONNEL

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
11.2 *	alcohol abuse control evaluation case files	alcohol abuse identification and evaluation	at social action offices for other than civilian employees	destroy 6 months after end of month during which the commander decides entry into program is not appropriate (see note 7)
11.3 *			at social action offices for civilian employees	destroy 3 years after case is closed (note 8)
12.2 *	drug abuse control evaluation case files	drug abuse identification and evaluation. Records required by AFR 30-2	at social action offices for other than civilian employees	destroy 6 months after end of month during which the commander decides entry into program is not appropriate (see note 7)
12.4 *	drug abuse control evaluation case files		at social action offices for civilian employees	destroy 3 years after case is closed (note 8)

Note 8: When a class action complaint is filed, refer to Table 40-4, Rule 2.