

|   |                     |   |                                |
|---|---------------------|---|--------------------------------|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse) |                     | <b>LEAVE BLANK (NARA use only)</b>  |                                |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408    |                     | JOB NUMBER  | NI-AFW-97-2                    |
| 1. FROM (Agency or establishment)<br><b>DEPARTMENT OF THE AIR FORCE</b>           |                     | DATE RECEIVED   | 10-9-96                        |
| 2. MAJOR SUBDIVISION<br><b>DCS/COMMUNICATIONS &amp; INFORMATION</b>               |                     | NOTIFICATION TO AGENCY  |                                |
| 3. MINOR SUBDIVISION<br><b>DIRECTORATE OR MISSION SYSTEMS</b>                     |                     | In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |                                |
| 4. NAME OF PERSON WITH WHOM TO CONFER   | 5. TELEPHONE        | DATE  | ARCHIVIST OF THE UNITED STATES |
| <b>OLTHEA S. CROOM</b>  | <b>703-695-7612</b> | 12/24/96  | <i>James M. ...</i>            |

6. AGENCY CERTIFICATION  
 I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached   1   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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

|          |                                    |   |
|----------|------------------------------------|---|
| DATE     | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE   |
| 3 Oct 96 | <i>Robert E. Carr, Jr.</i>         | <b>ROBERT E. CARR, JR, Col, USAF</b><br><b>Chief, Infrastructure Division</b> |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| 1           | <p><b>HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS (Table 41-12) AFMAN 37-139</b></p> <p><b>Air Force proposes changes to Table 41-12</b></p> <p>Transfer of the Substance Abuse Control Program from AF/DP to AF/Sg <sup>reflects</sup> approved the merger of all substance abuse treatment and rehabilitative services. The contents of the outpatient active substance abuse case files will be transferred from the six part folder to the left side of the mental health records in chronological order with the most recent documents on top.</p> <p>See attached table format showing how we want to describe the retention of these records. NOTE: Rule 12.02 will be deleted.</p> <p><b>NO PRIVACY ACT ACTION</b></p> |                                   |                                  |

TABLE 41-12

| HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS (Table 41-12) |                                  |   |   |   |
|--|----------------------------------|---|---|---|
|  | A                                | B   | C                                       | D   |
| R<br>U<br>L<br>E   | If the records are or pertain to | consisting of   | which are                               | then  |
| 10   | psychiatric treatment            | detailed psychiatric notation of consultation, test and treatment, maintained in psychiatric clinic; including single and multi-diagnoses substance abuse cases | military personnel (active and retired) | retire to NPRC (MPR) 2 years after year of last treatment (see Notes 1 and 5.) <del>Exception: All 1982-1983 drug case files will be maintained until 30 Sep 1999 IAW current guidance.</del> AUTH: |

Single-diagnoses substance abuse case files closed before 1 Oct. 1994 will be maintained separately and destroyed 1 Oct. 1997 except that all 1982-1983 single-diagnoses drug case files will be maintained until 30 Sept. 1999 and then destroyed.

[Amended by R. Wire per O. Croon, 10-29-96]