

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: NC-174-000177**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 9/6/2024

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 30/1/13

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

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 under a single job number. Items 30/1/14 - 15 were therefore superseded by N1-AFU-90-003 / 30/1/14 - 15.

**REQUEST AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*3 items*  
TO: *Gen Force Unit*  
GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

*Copy (112)*

LEAVE BLANK	
DATE RECEIVED MAR 22 1974 NC	JOB NO. 174-177
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.	
4-25-74 Date	<i>James B Rhoads</i> Archivist of the United States

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. C. C. Ratcliffe**

5. TEL. EXT.  
**11-29219**

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.

**21 MAR 1974**  
(Date)

*Herbert G. Geiger*  
(Signature of Agency Representative)

**HERBERT G. GINGER, Chief**  
Documentation Systems Division  
Directorate of Administration  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><b>MILITARY AND CIVILIAN PERSONNEL RECORDS (30-1)5</b> <b>(Applicable Air Force-wide)</b></p> <p>The attached addition to AFM 12-50, table 30-1, provide disposal standards for documentation pertaining to drug/alcohol abuse control statistics. Documents are used to follow trends in drug/alcohol abuse and to gauge the effectiveness of control activities. Documents must be available to support comparative evaluations required by DOD and Congressional Committees. Since both the Drug and Alcohol Abuse Control Programs are relatively new, they continue to be subject of high level interest. The proposed dispositions of destroying <del>after five years at HQ USAF</del>, after three years at major commands and after two years at below major commands are considered adequate for Air Force needs. <i>Rule 13 is proposed for permanent retention. ecr</i></p>	Samples of Statistical reports attached.	

*Copy sent to agency 4/30/74*

TABLE 30-1

## MILITARY AND CIVILIAN PERSONNEL RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
13	drug/alcohol abuse control statistics	reports on drug/alcohol abuse program status	at HQ USAF/DPX	<i>Permanent</i> <del>destroy after 5 years.</del>
14			at MAJCOM Social Actions Offices	destroy after 3 years.
15			at Social Actions Offices below MAJCOM	destroy after 2 years.