

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*3 items*  
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  
Directorate of Administration
3. MINOR SUBDIVISION  
Documentation Systems Division
4. NAME OF PERSON WITH WHOM TO CONFER  
Mr K. J. Bilek
5. TEL. EXT.  
756-2384
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>SEP 2 1976</b>	JOB NO. <b>NC1-AFU-76-56</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.	
<i>3-2-77</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

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.

31 AUG 1976

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

**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
1	CASUALTY REPORTING, NOTIFICATION, AND ASSISTANCE RECORDS (Applicable Air Force-Wide)  See attached table 30-3, rules 1, 6, and 8 which have been changed as follows: rule 1 will now be retired to NPRC <del>(NPR)</del> rather than WNRC; the retention period for rules 6 and 8 has been extended 90 days to enable all administrative procedures to be completed in this time period. The revised retention periods will adequately serve all legal and administrative requirements of the Air Force.	30-3  DLT 30-3 Rules 1, 6, 8	

*Sent to agency, NCW, NCP 3/8/77 JP*

This table covers documentation pertaining to the following types of casualties; killed in action, missing in action, captured, wounded in action, deceased (nonbattle), missing (nonbattle), and very seriously ill/injured or seriously ill/injured.

**TABLE 30-3**

**CASUALTY REPORTING, NOTIFICATION, AND ASSISTANCE RECORDS**

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	active duty and retired deceased personnel, active duty killed in action, and Air Force Academy Cadets	casualty reports; supplemental reports; notification messages to next-of-kin; letters of circumstances and condolences; report of facts and circumstances; acknowledgment and/or transfer of casualty assistance; record of emergency data; casualty assistance summary; and related correspondence (see rules 12 and 13 for missing person(s) supplementary report)	*at AFMPC/DPMC	* retire as permanent to NPRC (M AR) after casualty assistance case has been closed.
2			at installations	destroy 1 year after casualty assistance case has been closed (notes 1 and 2).
3	missing and captured persons		maintained until fate of casualty is determined (at all levels)	apply appropriate disposition instructions for deceased (rules 1 and 2) or returned to military control (rules 4 and 5).
4	persons returned to military control from missing or captured status (note 1)		*at AFMPC/DPMC	see table 35-1.
5			at installations	destroy 1 year after casualty assistance summary has been forwarded to HQ USAF (Exception: See rule 11)(note 3).
6	very seriously ill/injured or seriously ill/injured		*at AFMPC/DPMC	* destroy 6 months after administrative closing of case. case.
7			at installations	* destroy 1 year after patient is reported "WRITE", "BROKE", "MOVED".
8	wounded in action and not seriously ill or injured		*at AFMPC/DPMC	* destroy 6 months after receipt of report.
9			at installations	maintain for 1 year, and destroy.

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