REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
   DEPARTMENT OF THE AIR FORCE
   Directorate of Administration
   Documentation Systems Division

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Mr. K. J. Bilek

5. TEL. EXT.
   756-2384

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 ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7. ITEM NO.

8. DESCRIPTION OF ITEM
   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 (CRK) 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

9. SAMPLE OR JOB NO.

10. ACTION TAKEN
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**

<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B consisting of</th>
<th>C which are</th>
<th>D then</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>active duty and retired deceased personnel, active duty killed in action, and</td>
<td>casualty reports; supplemental reports; notification messages to next-of-kin; letters of circumstances and condolences; report of casualty; 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)</td>
<td>* at AF/MPC/DPMC</td>
<td>* retire as permanent to NPRC (except) after casualty assistance case has been closed.</td>
</tr>
<tr>
<td>2</td>
<td>Air Force Academy Cadets</td>
<td>at installations</td>
<td></td>
<td>distribute 1 year after casualty assistance case has been closed (notes 1 and 2).</td>
</tr>
<tr>
<td>3</td>
<td>missing and captured persons</td>
<td>maintained until fate of casualty is determined (at all levels)</td>
<td></td>
<td>apply appropriate disposition instructions for deceased (rules 1 and 2) or returned to military control (rules 4 and 5).</td>
</tr>
<tr>
<td>4</td>
<td>persons returned to military control from missing or captured status (note 1)</td>
<td></td>
<td></td>
<td>see table 35-1.</td>
</tr>
<tr>
<td>5</td>
<td>very seriously ill/injured or seriously ill/injured</td>
<td>at installations</td>
<td></td>
<td>distribute 1 year after casualty assistance summary has been forwarded to HQ USAF. (Exception: See rule 11) (note 3).</td>
</tr>
<tr>
<td>6</td>
<td>wounded in action and not seriously ill or injured</td>
<td></td>
<td></td>
<td>distribute 6 months after administrative closing of case.</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>at installations</td>
<td></td>
<td>* destroy 1 year after patient is reported “WOUNDED,” “BROKE,” “MOVED.”</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>* at AF/MPC/DPMC</td>
<td></td>
<td>* destroy 6 months after receipt of report.</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>at installations</td>
<td></td>
<td>maintain for 1 year, and destroy.</td>
</tr>
</tbody>
</table>

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