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:
   Herbet G. Seiger, Chief
   Directorate of Administration
   Documentation Systems Division
   Date:
   30 SEP 1976
   Signature of Agency Representative:
   [Signature]
   Title:
   [Title]

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)
   MILITARY AND CIVILIAN PERSONNEL RECORDS (30-1)
   (Applicable Air Force-Wide)
   See attached table 30-1, rules 17 through 21 which provide disposition standards for docu-
   mentation maintained by Social Actions Offices concerning equal opportunity files. Recommended
   dispositions are sufficient to satisfy the needs of the Air Force.

9. SAMPLE OR JOB NO.

10. ACTION TAKEN
   DLT
   30-1
   Rules
   17 thru
   21

OCT 6 1976
NC1 AFU 77-7

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-15-77
Jane O'Neill
Archivist of the United States
<table>
<thead>
<tr>
<th></th>
<th>Academic Rank Appointments</th>
<th>Requests for Appointment, Recommendations for Promotion within Academic Ranks, and Related Documents</th>
<th>Approved or Disapproved</th>
<th>Destroy When Individual Is No Longer Eligible for Assignment to Instructional Positions, or When Purpose Has Been Served, Whichever Is Sooner.</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>equal opportunity and treatment case files</td>
<td>Administrative inquiries and investigative reports, records of interview and incident/complaint reports relating to equal opportunity matters</td>
<td>at Social Action offices</td>
<td>destroy after 2 years.</td>
</tr>
<tr>
<td>17</td>
<td>equal opportunity and treatment statistics</td>
<td>Reports on equal opportunity and treatment program status including (1) equal opportunity complaints (2) racial incidents and (3) affirmative actions plan status reports</td>
<td>at HQ USAF/DPX</td>
<td>destroy after 20 years.</td>
</tr>
<tr>
<td>18</td>
<td>General Grievances, Appeals, and Discrimination Complaints</td>
<td>Individual's grievance of complaint, report of hearing or inquiry, copies of decisions rendered, and related material</td>
<td>at Social Action offices</td>
<td>destroy after 2 years.</td>
</tr>
<tr>
<td>19</td>
<td>adverse actions</td>
<td>Notice of proposed action, and answer made by individuals, and notice of decision, including records concerning circumstances of adverse action cases, dates of delivery of notices, sequence of events, and statements of witnesses</td>
<td></td>
<td>destroy 2 years after date of adverse action.</td>
</tr>
</tbody>
</table>

**NOTES:**
1. Use rule 5 for disposition of files which do not meet criteria for permanent retention under chapter 3.
2. Transfer copies of files pertaining to individuals being reassigned prior to completing rehabilitation to Social Action Office at gaining organization.
3. Transfer to USAF Special Training Group copies of files, with other personnel records, for individuals transferred to that Group.
4. Dispose of files pertaining to individuals recommended for discharge, separation, or court martial under table 35-9 or 111-1, as appropriate.
5. Dispose of documents filed in the URI under table 35-5.