

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

5 items (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

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 OCT 6 1976	JOB NO. NC 1-AFCU-77-7
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.	
2-15-77 <i>James E. O'Neil</i> (Date) <i>acting</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.

30 SEP 1976

Date

Herbert G. Seiger
(Signature of Agency Representative)

**HERBERT G. SEIGER, 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
1	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 documentation maintained by Social Actions Offices concerning equal opportunity files. Recommended dispositions are sufficient to satisfy the needs of the Air Force.	DLT 30-1 Rules 17 thru 21	

Sent to agency and ~~at~~ NCW - 2/17/77

16	academic rank appointments	requests for appointment, recommendations for promotion within academic ranks, and related documents	approved or disapproved	destroy when individual is no longer eligible for alignment to instructional positions, or when purpose has been served, whichever is sooner.
17 ★	equal opportunity and treatment case files	administrative inquiries and investigative reports, records of interview and incident/complaint reports relating to equal opportunity matters	at Social Action offices	destroy after 2 years.
18 ★	equal opportunity and treatment statistics	reports on equal opportunity and treatment program status including (1) equal opportunity complaints (2) racial incidents and (3) affirmative actions plan status reports	at HQ USAF/DPX	destroy after 20 years.
19 ★			at Social Action offices	destroy after 2 years.
20 ★	general grievances, appeals, and discrimination complaints	individual's grievance or complaint, report of hearing or inquiry, copies of decisions rendered, and related material		destroy 2 years after date of final decision or 2 years after date of any action on the case after final decision, whichever is later.
21 ★	adverse actions	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		destroy 2 years after date of the adverse action.

- 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 Actions 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 UHF under table 35-5.