

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

5/21/80

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

NCI-AFU-80-30

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

DATE RECEIVED
MAY 21, 1980

2. MAJOR SUBDIVISION
1947 Administrative Support Group (HQ USAF)

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3. MINOR SUBDIVISION
Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Mrs. Grace T. Rowe

694-3527

6-3-80 *James E. O'Neil*
Date *acting* Archivist of the United States

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 14 MAY 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p align="center">MILITARY AND CIVILIAN PERSONNEL RECORDS (Table 30-1, Rule 12.1, applicable to Strategic Air Command (SAC))</p> <p>The purpose of this submission is to add rule 12.1 to cover disposition criteria for documentation maintained as a result of the SAC unique program to measure the success of drug rehabilitation efforts and to determine whether first-time drug abusers become reinvolved in drug abuse. Tracking will permit an accurate assessment of the drug abuse and provide support for quality force management. The retention of these records for 2 years after entry into the drug rehabilitation program will provide ample tracking documentation.</p>	NCI-AFU-78-32	1 item

Copy to agency only. 6-6-80

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
12.1	MAJCOM Drug Abuse Control Data	individual drug abuser's program status used to identify and track the person's acceptance/declination and progress in the drug rehabilitation program and ultimate disposition, i.e. retention, demotion, etc.	at the SAC Drug Rehabilitation Center and HQ SAC.	destroy 2 years after entry into the drug rehabilitation program. (See notes 2, 3, 4, and 5).

Abbreviations explained:

MAJCOM - Major Air Command
SAC - Strategic Air Command