

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

6/8/81

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, HQ USAF

3. MINOR SUBDIVISION
Information Management and Resource Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Mrs. Grace T. Rowe

694-3527

LEAVE BLANK	
JOB NO NCI-AFU-81-55	
DATE RECEIVED June 8, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-23-81 Date	<i>Robert M. Geiger</i> 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 3 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 28 MAY 1981	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>MILITARY AND CIVILIAN PERSONNEL DOCUMENTATION (Table 30-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to request disposition authority for the report of Department of Defense and Defense related employment added as rule 1.1. These reports are required by Public Law 91-121. They are forwarded to the Department of Defense on a semiannual basis. They are required for administrative reference for 3 years.</p> <p>We are changing the wording in column D of rule 11 and 12 to provide for cutoff at the end of the month action is completed. The monthly cutoff will allow for a more expeditious disposal of the alcohol and drug abuse files. This will save space for current cases and cut down on the maintenance costs.</p> <p>Rules 11.2 and 12.2 are added to cover the Alcohol (rule 11.2) and Drug (rule 12.2) Abuse Control Evaluation files. These evaluations are used to determine whether or not the individual should be entered into the</p>	NCI-AFU-80-41	

*Closed Out: 6-25-81; K.T.G.
Copy to Agency & NNM*

Siemens

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2 of 3

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>rehabilitation program. They may be destroyed 6 months after the month in which the commander decides entry into the program is not appropriate. The retention period will serve the administrative reference needs of the Air Force.</p>		

TABLE 30-1

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1.1 *	report of Department of Defense and Defense related employment	reports filed in accordance with AFR 30-14	at AFAFC/RPD	destroy after 3 years.
11	alcohol abuse control case files	alcohol abuse identification treatment, and rehabilita- tion documentation required by AFR 30-2	at social action offices	*destroy 1 year after end of month action is completed (completion of rehabilitation, permanent change of station (PCS) transfer or separation) unless needed as background for case files supporting separation actions under other directives. In such cases, disposition will be the same as the files which they support (see notes 2 and 7).
11.2 *	alcohol abuse control evaluation case files	alcohol abuse identification and evaluation	at social action offices	destroy 6 months after the end of the month during which the commander decides entry into the program is not appropriate.
12	drug abuse control case files	documents on individuals not authorized for inclusion in the record groups, or not covered elsewhere in this manual (see AFR 30-2)	at social action offices	*destroy 1 year after end of the month action is completed (completion of reahabilitation, PCS transfer, or separation) (see notes 2, 3, 4, and 7).
12.2 *	drug abuse control evaluation case files	drug abuse identification and evaluation documenta- tion required by AFR 30-2	at social action offices	destroy 6 months after the end of the month during which the commander decides entry into the program is not appropriate.