

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NN-174-000004

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. This schedule contains only temporary items, has not otherwise been superseded, and significantly predates the 1987 manual. Therefore it is assumed that this schedule is superseded by N1-AFU-90-003.

Date Reported: 7/23/2024

NN-174-000004

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Not recommended systems

**REQUEST FOR AUTHORITY
TO DISPOSAL OF RECORDS**

(See Instructions on Reverse)

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DATE RECEIVED 10 JUL 1973	JOB NO. MM-174-004
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.	
7-18-73 Date	<i>James B. Rhoads</i> Archivist of the United States

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

**1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HQ USAF**

**2. MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION**

**3. MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION**

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. J. Norman

5. TEL. EXT.

11-29239

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

5 JUL 1973

(Date)

R. E. Reilly
(Signature of Agency Representative)

(Signature of Agency Representative)

**R. E. REILLY, Chief
Documentation Management Branch
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
	<p align="center">MILITARY AND CIVILIAN PERSONNEL RECORDS (30-1)</p> <p align="center">(Applicable Air Force-wide)</p> <p>The attached proposed additions to AFM 12-50, table 30-1, rules 11 and 12, are to provide disposition standards for alcohol and drug abuse control case files. Recommended dispositions are sufficient to satisfy the needs of the Air Force.</p>		

TABLE 30-1 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8	[Reserved]			
9	duty and travel restrictions reminder letters	letters to military and civilian personnel being retired, released from active duty, terminated, discharged, or separated	at CBPO	destroy after annotating records per AFR 30-24.
10			at base, chief, security police	destroy on termination of restriction.
11	alcohol abuse control case files ^N	alcohol abuse identification, treatment, and rehabilitation documentation required by AFR 30-23	social actions offices	destroy 6 months after completion of follow on phase of rehabilitation unless needed as background for case files supporting a separation action or other directives, in which case disposition will be the same as the files which they support.
12	drug abuse control case files	documents pertaining to individuals that are not authorized for inclusion in the record groups and are not covered elsewhere in this manual (see AFR 30-19)	Social Actions Offices and personnel not otherwise identified with an unfavorable information file in table 35-5	destroy 1 year after completion of rehabilitation, PCS transfer, or separation (see notes 2, 3, 4, & 5).

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actions other

- Notes: 1. Use rule 5 for disposition of files which do not meet criteria for permanent retention under chapter 3.
- Transfer copies of files pertaining to individuals being reassigned prior to completing rehabilitation to Social Actions office at gaining organization.
 - Transfer to USAF Special Treatment Center copies of files, with other personnel records, for individuals transferred to that center.
 - Dispose of files pertaining to individuals recommended for discharge, separation, or court martial under table 35-9 or 111-1, as appropriate.
 - Dispose of documents filed in the UIF under table 35-5.