

for recommended systems

**REQUEST FOR AUTHORITY
TO DISPOSAL OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK

DATE RECEIVED

JOB NO.

10 JUL 1973

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.

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

7-18-73 *James B. Rhoads*
Date 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 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

R. E. Reilly

R. E. REILLY, Chief
Documentation Management Branch
Directorate of Administration

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>MILITARY AND CIVILIAN PERSONNEL RECORDS (30-1)</p> <p>(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	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 ^{on} 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 pertains to drug experimenters 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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(A)

(A)

actions other

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 Treatment Center copies of files, with other personnel records, for individuals transferred to that center.
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 UIF under table 35-5.

35. **Military Personnel.** Tables in this series cover documentation pertaining to administration of the military personnel program as it affects both officers and airman, and military personnel records for active duty and retired personnel, whether Regular or Reserve. Disposition instructions apply to all copies except those documents filed in the military personnel records groups; no reference, other than in rule 1, is made to these documents. Records accumulated under the 31, 33, 35, and 36 subject series are included.

TABLE 35-1				
INDIVIDUAL MILITARY PERSONNEL RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	Master or Command Personnel Record Group or Field Record Group	documents which comprise the history of an individual's military service	required by AFM 35-14 to be filed in the record groups	dispose of per AFM 35-14.
2	informational personnel records Presently alcohol and drug abuse control case files are being disposed of under the provisions of Rule 2. <i>JTW</i>	documents pertaining to individuals, that are not authorized for inclusion in the record groups and are not covered elsewhere in this manual	case filed by names of individuals and are not covered by 2.1 thru 3.1 below	destroy on reassignment, separation, or inactivation (see notes).
2.1			on drug experimenters not otherwise identified with an unfavorable information file in table 35-5	* destroy on completion of Phase V of rehabilitation program (see notes).
3			in general correspondence file	see table 10-1.
3.1			documents pertaining to medical professional staff concerning their professional papers, accomplishments, research, speeches, doctor/patient relationship, etc	maintained by Directorate of Hospital Services

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