

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

7/8/80
LEAVE BLANK

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

NCI-AFU-80-41

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

DATE RECEIVED
July 8, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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
Mrs. Grace T. Rowe

5. TEL EXT
694-3527

7-11-80 *James E. Dagwell*
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 2 JUL 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. TITLE JAMES E. DAGWELL, Chief Documentation Management Br
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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, Applicable Air Force-wide)</p> <p>The purpose of this submission is to change column D to rule 11 to cover permanent change of station (PCS) and separation files. These two categories of records were inadvertently omitted from our original submission on rule 11. This rule covers both the military and civilian personnel alcohol abuse control case files.</p> <p>This disposition criteria will adequately serve Air Force needs.</p>	<p>NCI-AFU-78-32</p> <p>CS 1 item 25 deviation</p>	<p>1 item</p>

Copy to Agency.

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
11	alcohol abuse control case files	alcohol abuse identifi- cation, treatment, and rehabilitation documen- tation required by AFR 30-2	at social action offices	*destroy 1 year after completion of follow-on phase of rehabilitation, permanent change of station (PCS) transfer, or separa- tion unless needed as back- ground for case files supporting a separation action under other direc- tives. In such cases, disposition will be the same as the files which they support (see notes 2 and 7).