

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
Mrs. Grace T. Rowe

5. TEL EXT
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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 *Robert G. Geiger*
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 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	MILITARY AND CIVILIAN PERSONNEL DOCUMENTATION (Table 30-1) (Applicable Air Force-wide) 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. 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. 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	NCI-AFU-80-41	

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

Sileno

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	B	C	D
	If documents are or pertain to	consisting of	which are	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.

DoD Schedule

Category
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Description of Records

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5. Extra copies of documents maintained by action officers which reflect actions taken by the action officer. Such files should not be established unless absolutely necessary.

5. Destroy after 1 year. However, earlier destruction is authorized.

6. Copies of documents accumulated by supervisory offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower echelon offices of the same organizational element which is responsible for performing the action, process, or function. Such files should be established only when necessary, not in each office of the same organizational element.

6. Destroy after 1 year. However, documents in the inactive file that require additional action or relate to reopened cases should be brought forward for filing in the current file. Earlier destruction is authorized.

901-09 Congressional Correspondence

See Section 102-18 for disposition.

901-10 Chronological Reading File

See Section 102-16 for disposition.

902 Drug and Alcohol Abuse

902-01 1. Prevention and Identification. Documents pertaining to policy guidance on the prevention and identification of drug and alcohol abuse.

1. Permanent. Transfer to WNRC when obsolete or superseded.

2. Administrative documents that prescribe procedures to determine frequency of testing and identification of drug and alcohol abuse personnel subject to testing.

2. Destroy when superseded by new technology or improved procedures.

902-02 Alcohol Abuse. Policy matters pertaining to the alcohol abuse treatment programs prescribing procedures to be used and guidelines in the administration and discipline of personnel with alcohol problems.

Permanent. Transfer to WNRC when obsolete or superseded.

[Background]

Category
Number

Description of Records

Authorized Disposition
Instruction

902-03

Treatment and Rehabilitation

1. Policy on alcohol or drug treatment which prescribes the type of action to be undertaken for treatment, the rehabilitation procedures and what disposition is to be made of those who complete the program or drop out. These are policy matters and do not include case files.

1. Permanent. Transfer to WNRC when superseded or obsolete.

2. Statistics on the number of military personnel undergoing treatment, or retreatment and those separated or returned to duty. Excludes raw statistical data included in compiled studies.

2. Permanent. Transfer to WNRC when no longer required for reference.

3. Periodic evaluations on a "when required" basis consisting of documents which measure the success and effectiveness of the program policies.

3. Permanent. Transfer to WNRC when no longer required for reference.

902-04

Education and Training.
Documents which develop and implement policy for use in education and training programs used by the Armed Forces. It does not include individual training records but does include evaluations of the effectiveness of the current policy.

1. Policy matters are permanent. Transfer to WNRC when obsolete or superseded. Make available to NARS when 20 years old.

2. Evaluations are permanent. Transfer to WNRC when obsolete or superseded.

903

Resource Analysis

903-01

Facilities and Material.
Development, coordination and monitoring of DoD medical facilities and material policies, plans and programs.

Permanent. Transfer to WNRC when obsolete or superseded.

[Background]