

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-86-45

DATE RECEIVED

3/24/86

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

Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

5. TELEPHONE EXT.

694-3494

DATE

7-28-86

ARCHIVIST OF THE UNITED STATES

*Frank A. Bunker*

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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>DRUG ABUSE TESTING PROGRAM (Table 160-7) (Applicable Air Force-wide)</p> <p>Table 160-7 is revised. The increase in records requirements is due to the need to have tight procedures in conducting drug abuse testing and assure there are no mix-ups in drug testing results. The records are also necessary as material evidence and for challenges by suspected drug users of administrative/judicial actions. The dispositions are sufficient to meet Air Force legal and administrative requirements.</p>		
1	Rules 1 - 6. Covers disposition of drug abuse testing records. Rule 1 replaces current Rule 2. Rules 2 - 6 are added.	NN-174-43	
2	Rules 7 - 9. Covers disposition of drug testing results. Rules 7 and 8 replace current Rules 1 and 3 respectively. Rule 9 is added.	NN-174-43	
3	Rules 10 - 11. Covers disposition of drug abuse rehabilitation records. Rule 10 replaces Rules 4 and 5; Rule 11 replaces Rule 6.	NC1-AFU-76-43	

*Copies dest to Agency, NARS, 7-30-86, emb.*

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4	Rule 12. Added, to cover disposition of drug detection quality control records.		
5	Note. Added, to show that drug abuse case treatment files for member's rehabilitation are disposed of per Table 30-1.		

TABLE 160-7

## DRUG ABUSE TESTING PROGRAM

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
1	drug abuse testing	rosters, random selection records, and related information	at base medical facility and unit level	destroy 3 months after all members listed are tested or a "no show" record is prepared or received.
2		"no show" record for personnel failing to report for testing		destroy after 2 years.
3		urinalysis ledger	at base medical facility	destroy after 5 years.
4		drug screening urinalysis record	at base medical facility and testing laboratory	destroy after record with annotated results is prepared or received.
5		chain of custody documents	at testing laboratory	destroy after 5 years.
6			at base medical facility	destroy after 2 years.
7	drug testing results	drug screening urinalysis record, with annotated results (negative/positive) and related records	at testing laboratory	destroy after 5 years.
8			at base medical facility and unit level	destroy after 2 years.
9		drug abuse urinalysis testing report and biometric data	at HQ AFOMS and testing laboratory	destroy after 5 years.

TABLE 160-7 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
10	drug abuse rehabilitation (note)	rehabilitation program reports	at HQ USAF, HQ AFOMS, and MAJCOMs/SOAs	
11			at base medical facility	destroy after 2 years.
12	drug detection quality control	reports prepared by the Armed Forces Institute of Pathology and testing laboratory	at HQ AFOMS and testing laboratory	destroy after 5 years.
	NOTE: Drug abuse case treatment files for member's offices are destroyed per Table 30-1.		rehabilitation which are	kept in Social Actions
	HQ AFOMS: HQ Air Force Office of Medical Support			