

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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JOB NO. **NI-AFU-90-46**

DATE RECEIVED  
**7-11-90**

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 INFORMATION MANAGEMENT**

3. MINOR SUBDIVISION  
**RECORDS MANAGEMENT POLICY BRANCH**

4. NAME OF PERSON WITH WHOM TO CONFER

**Pierre J. Jost**

5. TELEPHONE EXT.

**694-3527**

DATE

ARCHIVIST OF THE UNITED STATES

**WITHDRAWN**

In accordance with the provisions of 44 U.S.C. 3303e the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 TWO 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 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

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

B. DATE

**03 JUL 1990**

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. Title

**JAY N. RIVEST, Rcds Mgt Policy Branch  
Directorate of Information Management**

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 GRS OR SUPERSEDED JOB CITATION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)

**EMPLOYEE-MANAGEMENT RELATIONS  
(TABLE 40-4, RULE 13)  
(APPLICABLE AIR FORCE-WIDE)**

**1**

Our office of Civilian Personnel is requesting that we add a new rule to cover the disposition of records for the Civilian Drug Testing Program maintained by Central Civilian Personnel Offices throughout the United States. These records are part of the Privacy Act Systems of Records Notice (F040 AF DP A) published in the Federal Record on 25 October 1989.

Request you approve this request for inclusion in our regulation.

TABLE 49-4

EMPLOYEE-MANAGEMENT RELATIONS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then

13 civilian drug testing	chain of custody forms; written notification to report for testing; correspondence, documents, and reports related to random, volunteer, applicant, reasonable suspicion, accident, and follow-up to rehabilitation drug testing; employee results for retest; correspondence related to test results	at CCPOs	destroy five years after date of drug test or one year after employee separates.
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