

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

S. B. [unclear]
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

3. MINOR SUBDIVISION

Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. K. J. Bilek

5. TEL. EXT.

756-2384

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAY 14 1976	JOB NO. NC1-AFU-76-43
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.	
7-8-76	<i>James B. [unclear]</i> Archivist of the United States
(Date)	

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.

4 MAY 1976

Herbert G. Geiger
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration**
(Title)

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">DRUG ABUSE TESTING PROGRAM (160-7) (Applicable Air Force-Wide)</p> <p>See attached table 160-7, rules 4 and 5 which identifies drug abuse testing program reports maintained throughout the Air Force and provides for their disposition. The program objective is to identify persons who require treatment and rehabilitation services. The retention period will adequately serve all legal and administrative requirements of the Air Force.</p>	DLT 160-7 Rules 4 and 5	

Copy to Agency 7-9-76

TABLE 160-7

DRUG ABUSE TESTING PROGRAM

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	drug abuse testing program records	test program worksheet, test results and order for services	program monitor records	destroy after 1 year.
2		rosters		destroy 3 months after all individuals listed on roster have either been tested or a "no show record" received.
3			unit copy	destroy after all individuals have either been tested or a "no show record" prepared and forwarded to the program monitor.
4 ★	drug abuse testing program reports	reports	at HQ USAF	destroy after 5 years.
5 ★			at MAJCOM and below	destroy after 2 years.

10-446.1