

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		DO NOT WRITE IN THESE SPACES SAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-AU-03-19</i>	
1. FROM (Agency or establishment) U.S. Army		DATE RECEIVED <i>5/12/03 (11-28-03, revised)</i>	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION U.S. Army Records Mgmt & Declassification Agency, Records Management Div.		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Kandy Light	5. TELEPHONE (703) 730-5023	DATE <i>3-11-04</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>19 Nov 03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Howard N. Greenhalgh, Director Records Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>1</i>	<p>Background: In accordance with public policy and National Guard Regulation (NGR) 500-2/Air National Guard Instruction (ANGI) 10-801, National Guard Counterdrug Support; the National Guard Bureau (NGB) renders counterdrug support to federal, state and local law enforcement agencies (LEAs) and to Community Based Organizations (CBOs) that request Drug Demand Reduction assistance. National Guard personnel engaged in counterdrug support activities for which federal funding is provided by 32 USC 112 must be acting in support of LEAs and/or CBOs. National Guard counterdrug programs will only provide support to LEAs, and/or CBOs that have a counterdrug nexus as the primary purpose. When using 32 USC 112 funds, states may execute only those missions that have been approved by the SECDEF within the Governor's State Plans, in conformity with the mission definitions in NGR 500-2/ANGI 10-801.</p> <p>FN: 500-2a1 Title: Counterdrug Support Program, Governor's Final State Plan and Correspondence Privacy Act: Not applicable Description: Office responsible for preparation, review, and approval of Governor's State Plan. Federal and State guidance used for preparation, development, and approval of Annual Governor's State Plan, directive and descriptive correspondence and literature pertaining to programs included in the State Plan. Disposition: PERMANENT. Keep in current files area (CFA) until no longer needed for conducting business but not more than 6 years, then transfer to records holding area (RHA). The RHA will offer the records to the National Archives when the record is 10 years old.</p> <p><i>cc Agency NR, NUNMU</i></p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2	<p>FN: 500-2a2 Title: Counterdrug Support Program, Input to State Plans and Correspondence Privacy Act: Not applicable Description: Offices responsible for receiving input to Governor's State Plan. Information copies of an input to Federal and State guidance for preparation of Governor's State Plan; directive and descriptive correspondence and literature pertaining to programs proposed for inclusion in State Plan; coordinating correspondence for development of State Plan. Disposition: Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>		
3	<p>FN: 500-2b Title: Counterdrug support mission planning and operations files Privacy Act: Not applicable Description: Final reports and documentation, including requests for support from LEAs and CBOs, risk assessments for all missions conducted, operations orders, fragmentary orders, and coordination pertaining to specific operations in Mission Categories 1-6. Includes general correspondence and information relating to coordination of support of LEAs and CBOs, including National Guard and LEA/CBO approvals/disapprovals and recommendations; approvals/disapprovals pertaining to types of utilization of National Guard personnel on counterdrug duty. Includes information relating to the preparation, coordination, and approval of operational counterdrug support plans which are applicable to or involve the resources and mission of the overall department, agency, command, task force, activity or unit used to support overall mission planning. Included are copies of the approved mission plans, comments, recommendations, contributions, approvals and disapprovals regarding the mission plan and other directly related information. Also included are written reports by LEA/CBO personnel, National Guard Counterdrug Support Program personnel, or by other military or governmental personnel that describe and/or evaluate the nature or effectiveness of counterdrug operations, and situation reports on counterdrug support operations progress or activities, summaries of operations, after-action reports and surveys. Disposition: PERMANENT. Keep in CFA until no longer needed for conducting business but not more than 6 years, then transfer to RHA. the RHA will offer the records to the National Archives when the record is 10 years old.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
4	<p>FN: 500-2e Title: Counterdrug support program, asset forfeiture files Privacy Act: Not applicable Description: Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), correspondence, legal opinions, formal approvals/disapprovals and determinations concerning use of forfeited assets in counterdrug operations. (Note: All other MOUs and MOAs not concerning forfeited assets will be filed under FN 5b, Agreements.) Disposition: PERMANENT. Keep in CFA until no longer needed for conducting business after the MOU/MOA is terminated, but not more than 6 years after termination, then transfer to the RHA. The RHA will offer the records to the National Archives when the record is 10 years old.</p>		
5	<p>FN: 500-2f1 Title: Records of developing and administering training in Counterdrug operations for military, Federal, and civilian LEAs and community based organizations (CBOs) Privacy Act: Not applicable Description: Office having Army-wide program responsibility. Information relating to the planning, preparation, coordination, approval and conduct of counterdrug support training. Includes texts, lesson plans, briefings, attendance rosters, confirmation statements and other materials used in initial and refresher training in counterdrug legal and policy orientation, rules of engagement, standards of conduct and intelligence oversight. Disposition: PERMANENT. Keep in CFA until no longer needed for conducting business but not more than 6 years, then transfer to RHA. The RHA will offer the records to the National Archives when the record is 10 years old.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
6	<p>FN: 500-2f2 Title: Records of developing and administering training in Counterdrug operations for military, Federal, and civilian LEAs and community based organizations (CBOs) Privacy Act: Not applicable Description: Offices other than the office having Army-wide program responsibility. Information relating to the planning, preparation, coordination, approval and conduct of counterdrug support training. Includes texts, lesson plans, briefings, attendance rosters, confirmation statements and other materials used in initial and refresher training in counterdrug legal and policy orientation, rules of engagement, standards of conduct and intelligence oversight. Disposition: Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>		
7	<p>FN: 500-2g1 Title: Counterdrug Support Program Audit/Evaluation and Technical Assistance and Review Reports Privacy Act: Not applicable Description: Office having Army-wide program responsibility. Reports of formal audit/evaluation by state and federal agencies. Reports of audit/evaluation and technical assistance and review visits by NGB Counterdrug personnel. Disposition: PERMANENT. Keep in CFA until no longer needed for conducting business but not more than 6 years, then transfer to RHA. The RHA will offer the records to the National Archives when the record is 10 years old.</p>		
8	<p>FN: 500-2g2 Title: Counterdrug Support Program Audit/Evaluation and Technical Assistance and Review Reports Privacy Act: Not applicable Description: Offices other than the office having Army-wide program responsibility. Reports of formal audit/evaluation by state and federal agencies. Reports of audit/evaluation and technical assistance and review visits by NGB Counterdrug personnel. Disposition: Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>		

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9	<p>FN: 500-2h Title: Screening, rejection, and waiver from counterdrug program duty files Privacy Act: Not applicable Description: Record of Screening for entry on counterdrug duty in Full Time National Guard Duty-Counterdrug Drug (FTNGD-CD) status, used as verification of eligibility for reentry after breaks of less than one year. Records of screening of unpaid volunteers for Drug Demand Reduction (DDR) operations. Included are correspondence and other documents pertaining to waivers (medical or other types) for entry on counterdrug duty and correspondence pertaining to rejection of applicants for duty. Dispositon: Keep in CFA for 6 years, then destroy.</p>		
10	<p>FN: 500-2i Title: Involuntary relief from counterdrug program duty files Privacy Act: Not applicable Description: Correspondence and other documents pertaining to relief from counterdrug program duty for cause or other involuntary relief from counterdrug program duty. Dispositon: Keep in CFA for 6 years, then destroy.</p>		
11	<p>NOTE: The electronic version of all records on this schedule that are created by electronic mail or word processing applications will be deleted when the file copy is generated or when no longer needed for reference or updating.</p>		