

REQUEST FOR RECORDS DISPOSITION AUTHORITY

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JOB NO. *NI-AU-90-16*

TO: GENERAL SERVICES ADMINISTRATION
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED *4/25/90*

1. FROM (Agency or establishment)
Department of the Army


2. MAJOR SUBDIVISION
U.S. Army Information Systems Command

3. MINOR SUBDIVISION
DCSOPS (ASOP-MR)

4. NAME OF PERSON WITH WHOM TO CONFER
Peter C. Criscuolo

5. TELEPHONE EXT.
(602) 538-4746

NOTIFICATION TO AGENCY
 IAW 44 U.S.C 3303a 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

DATE *8/21/90* 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 1 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 X is unnecessary.

B. DATE
APR 10 1990

C. SIGNATURE OF AGENCY REPRESENTATIVE

 JAY A. RASCHKE

D. TITLE
 Chief, Policy and Management Division

7. ITEM NO.

8. DESCRIPTION OF ITEM
 (With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED
 10. ACTION TAKEN
 (NARS USE)
 JOB CITATION:

1 FN 40-2bb - Controlled Substance Record

The office of the Army Surgeon General has requested the following file number be established for the management of controlled substance records.

FN: 40-2bb
 Title: Controlled Substance Record (DA Forms 3949 & 3949-1)
 Authority: To be determined
 Privacy Act: Not applicable
 Description:
 Information reflecting narcotics and controlled drugs issued to patients in wards and clinics.
 Disposition:
 Retain in CFA for 30 days or until completely filled.
 Destroy after 5 years.

Copy Sent to Agency 8-29-90