

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Army

2. MAJOR SUBDIVISION

The Adjutant General Center

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

R. Bonnell

5. TEL. EXT.

693-1939

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>NOV 15 1976</b>	JOB NO. <b>NC 1-AU-77-38</b>
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.	
1-27-77 (Date)	<i>James B. [Signature]</i> Archivist of the United States

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.

1

*Wendell Boardman*  
S. J. POMRENZE

Chief, Records Management Division

Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>ALCOHOL AND DRUG ABUSE REHABILITATION FILES (FN 917-09, AR 340-18-9). Documents relating to rehabilitation of individuals in connection with the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP). They accumulate at ADAPCP offices throughout the Army, and at half-way houses and rap centers. Included are results of biochemical urinalysis and other tests; observations of patient's behavior; therapist's and drug education specialist's opinion and progress reports; doctors' notes; and similar or related documents.</p> <p>Disposition:</p> <p><u>Active duty military client files.</u> Destroy all documents except medical consultations and laboratory slips in accordance with paragraph 10, AR 340-16, one year from date of Expiration Term of Service (ETS), Permanent Change of Station (PCS), retirement, or submission of final DA Form 4465. All medical consultations and laboratory slips will be forwarded to the custodian of the service member's health record for inclosure therein. (Exception. If the individual client records are part of a current research/program evaluation project, they may be retained beyond this one year period provided all client identifying data are expunged and that all client records are processed and destroyed in accordance with the above instructions upon completion of that research/program evaluation project).</p>		

*Sent to all Rec Centers - 2/1/77 1 item  
sent to agency - 2/1/77*

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Dependents, retired military and Department of the Army civilian client files.</u> Destroy all client records in accordance with para 10, AR 340-16, one year from date client terminates participation in the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP). (Exception. If individual client records are part of a current research/program evaluation project they may be retained beyond this one year period provided all client identifying data are expunged and that all client records are destroyed in accordance with above instructions upon completion of that research/program evaluation project).</p> <p>Current disposition instructions (immediate disposition by destruction of client records upon termination of ADAPCP client status) does not allow for adequate retention of client records to insure continuity of client care or for completion of research/program evaluation projects that may currently be in progress. The exception requested to retain client files which are part of a research/program evaluation project beyond the one-year period until completion of the project generally would entail an additional retention period of three to four months. Paragraph 10, AR 340-16 prescribes the destruction of the records by tearing into pieces so as to prevent disclosure of contents. DA Form 4465 cited in the disposition of active duty military client files is the ADAPCP military client intake and followup record.</p>		