

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

*Rev. 10/20/75*  
LEAVE BLANK

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

JOB NO

**NC1-AU - 79 6**

DATE RECEIVED

**OCT 20 1978**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

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.

693-1938

*7-17-79* *James E. O'Neill*  
Date *acting* 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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A Request for immediate disposal.**

**B Request for disposal after a specified period of time or request for permanent retention:**

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
11 Oct 78	<i>Guy B. Oldaker</i> GUY B. OLDAKER	Chief, Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11	<p>The files series descriptions and disposition instructions contained on the attached 2 pages relate to Army efforts to control alcohol and drug abuse.</p> <p>Request approval of permanent retention.</p> <p>The files described on this disposition request are believed to possess sufficient value to warrant permanent retention. They were selected from a large number of currently unclassified files. Assisting this division in making this selection were representatives of the Records Disposition and Military Archives Divisions, National Archives and Records Service.</p> <p><b>FN 612-01 612-02</b></p>		

*4 items*

*Copy sent to Agency & NNM: K.T.D.: 7-25-79  
" " " NNB 7/25/79 gm KTW*

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>6</u>          FILE NUMBER,          DESCRIPTION,          AND          DISPOSITION  <i>Item 1</i></p>	<p><u>612-01</u> Alcohol and drug abuse prevention and control management files. Documents reflecting the implementation and status of the Alcohol and Drug Abuse Prevention and Control program. Included are reports, lessons learned, and other documents relating to alcohol and drug abuse prevention, identification, treatment, rehabilitation, evaluation, and research and development.</p> <p>a) Office performing Army-wide staff responsibility: Permanent.          4) Other offices: Destroy after 2 years, or on discontinuance, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Alcohol and Drug Abuse Policy Branch          Human Resources Analysis Office          Deputy Chief of Staff for Personnel</p>
<p>3. CURRENT VOLUME.</p>	<p>6 cu ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 cu ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>alpha <i>by subject</i></p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable informational and other archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 600-85</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>6</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 2 WITHDRAWN (per conversation with Ms. Little of Army)</i></p>	<p><u>612-02</u> Alcohol and drug abuse prevention and control statistical files. Documents reflecting statistics related to the Alcohol and Drug Abuse Prevention and Control program. Included are compilations and similar or related documents.</p> <p>a) Office performing Army-wide staff responsibility: Permanent. b) Other offices: Destroy when no longer needed.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Human Resources Analysis Office Alcohol and Drug Abuse Policy Branch Deputy Chief of Staff for Personnel</p>
<p>3. CURRENT VOLUME.</p>	<p>4 cu ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 cu ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>alpha</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable informational of other archival value</p>
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