

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

5/22/80 ✓

LEAVE BLANK

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

JOB NO

NC1-AII-80-43

DATE RECEIVED

May 22, 1980

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

Mr. William P. Walsh

5. TEL EXT

693-1938

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-18-80  
Date

*Bill H. Warr*  
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.

**A** Request for immediate disposal.

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

C. DATE

14 May 80

D. SIGNATURE OF AGENCY REPRESENTATIVE

*Guy B. Oldaker*  
GUY B. OLDAKER

E. TITLE

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
1	<p>Alcohol and drug abuse prevention and control statistical files - (FN 612-02). Documents reflecting statistics related to the Alcohol and Drug Abuse Prevention and Control program. Included are compilations and similar or related documents.</p> <p>DISPOSITION: <del>Office performing Army-wide responsibility. Destroy after 5 years.</del> <b>6) Other offices: Destroy when no longer needed for current operations.</b></p> <p><del>The disposition instructions presently listed in AR 340-18-6 for file number 612-02 at Army-wide responsibility level reflects that these documents are permanent. We do not think that these documents possess sufficient archival value to warrant permanent preservation. The disposition instructions reflected above will satisfy present Army requirements.</del></p> <p><b>9. Office performing Army-wide responsibility and Office of the Surgeon General: 1. Consolidated reports: PERMANENT. Offer NARS in 5 year blocks when 20-25 years old. 2. Feeder Reports: TEMPORARY. Destroy after 5 years. Annual accumulation of permanent records is several inches.</b></p>		

*Agency NARS*

*3 items*

Changes made per conversation with Bill Walsh 6-27-80

*\* Consolidated reports accumulated by the US Army Health Information Systems & Biostatistical Agency prior to its discontinuance also will be retained permanently.*