

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>111-330-92-10</i>	DATE RECEIVED <i>8-26-92</i>
		NOTIFICATION TO AGENCY	
1 FROM (Agency or establishment) Department of Defense		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of the Secretary			
3 MINOR SUBDIVISION Records Management Division, Wash. HQ Services			
4 NAME OF PERSON WITH WHOM TO CONFER Dan Cragg	5 TELEPHONE 7930695-0970	DATE <i>6-23-93</i>	ARCHIVIST OF THE UNITED STATES <i>Acting Audrey Huskamp Peterson</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 <u>7</u> 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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 19Aug92	SIGNATURE OF AGENCY REPRESENTATIVE H. D. Neeley <i>H. D. Neeley</i>	TITLE Records Administrator	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<u>Coordinator for Drug Enforcement Policy & Support</u> (See attached pages)		
<i>copies sent to agency, NCF, NNT, NIA 7/6/93</i>			

2200 Coordinator for Drug Enforcement Policy and Support. These files document the role of the Coordinator as the principal staff assistant and advisor to the Secretary of Defense for drug control policy, requirements, priorities, systems, resources, and programs. This includes developing policies, conducting analysis, providing advice, making recommendations, and issuing guidance on DoD drug control plans and programs; developing systems and standards for the administration and management of these plans and programs; promulgating plans, programs, actions, and taskings pertaining to the DoD drug control program; reviewing, evaluating, coordinating, and monitoring drug control plans and programs to ensure adherence to approved policies and standards; promoting coordination, cooperation, and mutual understanding within the DoD, Congress, and between the DoD and other Federal Agencies, State and local governments, and the civilian community. The Coordinator also serves on boards, committees, and other groups pertaining to drug control matters; is the point of contact for the Office of the Director of National Drug Control Policy and other Federal and State agencies; participates in and oversees and monitors planning, programming, and budgeting for the DoD counterdrug mission; coordinates and monitors DoD support of civilian counterdrug law enforcement; coordinates and monitors DoD support for the detection and monitoring of maritime and aerial transit of illegal drugs into the U. S.; coordinates and monitors National Guard support to State drug-law enforcement operations, and intelligence and communications support.

2200-01 Plans and Support Directorate (P & S). These files include documents pertaining to actions on loans, leases, and transfers of equipment from the DoD to Federal, State, and local law-enforcement agencies; deployment of DoD personnel outside the Continental U.S.; support (logistical, personnel, training) to civilian (Federal, State & local) law-enforcement agencies by the DoD to include that mandated by Congress for counterdrug programs; and National Guard activities, including the State Governor's Counterdrug Support Plan program.

1. Topical Project Files (Covered by existing authorities.)

2. Counterdrug support plans. Copies of National Guard plans submitted by the States and Territories for DoD approval of Federal funding.

Disposition: a. Executive Summaries: Permanent. Cut off when superseded, hold in current files area for two years, retire to WNRC two years after cut off. Transfer to National Archives 30 years after cut off.

b. All other: Cut off when superseded. Destroy when no longer needed for reference purposes.

3. Regional Logistical Support Office (RLSO) Support Files.

These files consist of documents accumulated by P&S in exercising its administrative and logistical support role on behalf of the RLSOs. Included are documents on personnel matters pertaining to the individuals assigned to these offices (similar to but not to be confused with 202-07 Office Personnel Information Files), travel, transportation, budget, duplicate copies of memorandums

of understanding and other agreements and miscellaneous correspondence, reports, and other papers not described elsewhere in this section.

Disposition: Destroy when superseded, obsolete, or no longer needed to perform the function for which accumulated.

Item 3

4. Detail Program Files. These files pertain to P&S's oversight of the program that details active-duty military personnel to work with Federal drug law-enforcement agencies (FBI, DEA, INS, U.S. Customs, etc.) in areas where their unique military skills (intelligence analysis, computer expertise, etc.) contribute significantly to those agencies' counterdrug programs. Also included are actions detailing military personnel as liaison officers. These files consist of letters and memorandums coordinating agency requests for augmentation with the Military Services and Force Management and Personnel, as well as evaluations and letters of approval.

Disposition: Destroy when superseded, obsolete, or when no longer needed to support the function for which accumulated.

Item 4

2200-02 Demand Reduction Files. The Demand Reduction Directorate (DRD) is responsible for developing DoD policy regarding counterdrug issues pertaining to drug-free workplaces, schools, rehabilitation treatment, public awareness/prevention, urinalysis testing programs, and oversight, to include inspections of laboratory facilities (military & civilian) used in the urinalysis testing program. Laboratory oversight files consist of inspection reports by the Science and Testing Programs Officer

as well as periodic inspection/evaluation reports submitted by the Military Services.

Disposition: a. Policy documents (Covered by existing authorities).

b. DoD and Service inspection reports of test-lab facilities. Cut off annually, retire to WNRC 2 years after cut off, destroy 15 years after cut off.