

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

LEAVE BLANK	
JOB NO <i>NC1-90-84-3</i>	
DATE RECEIVED <i>1-19-84</i>	
NOTIFICATION TO AGENCY <small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
<i>5-2-84</i> <small>Date</small>	<i>[Signature]</i> <small>Archivist of the United States</small>

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of Health and Human Services**

2. MAJOR SUBDIVISION  
**Public Health Service**

3. MINOR SUBDIVISION  
**Alcohol, Drug Abuse, and Mental Health Administration**

4. NAME OF PERSON WITH WHOM TO CONFER  
**LINDA QUEREC**  
PHS Records Officer *Linda Querec*

5. TEL EXT  
**443-2055**

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 2 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 <i>1/11/84</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> <b>Dr. George Deal</b>	E. TITLE <b>DHHS Records Officer</b>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<b>ADAMHA, RCS B-311, item 67</b>  <b>1.</b>	<b>CODAP - CLIENT Oriented Data Aquisition Process System</b>	<b>NC1-90-76-5</b>	<b>ORIGINAL ADAMHA RCS</b>
	<b>a. Description:</b> These records are accumulated in the Division of Scientific and Program Information, National Institute on Drug Abuse, and contain reports from approximately 1600 federally funded drug abuse programs and include facilities under the Veterans Administration (VA), Bureau of Prisons (BOP), Law Enforcement Assistance Administration (LEAA), and Department of Housing and Urban Development (HUD). The only major federally sponsored drug abuse program not included is in the Department of Defense (DOD). Since 1974 the drug abuse clinics have submitted monthly reports on 30,000 admissions and discharges. The admission reports contain the data and circumstances of admission, type of treatment, demographic characteristics of sex, age and race, employment status, educational background, number of prior treatment experiences, and patterns of drug abuse. The discharge reports contain the date and circumstances of discharge, length of time in treatment, employment and educational status. A discharge report can be matched with an earlier admissions report by using the clinic's client identifier code. The system contains the following files (6 Groups of Records are Listed, see Attached ADAMHA RCS):	<b>NC1-90-78-10</b>	<b>CHANGE IN DESCRIPTION OF RECORDS (1) THRU (5)</b>
			<b>NC1-90-78-11</b>

*Copies to agency + NMF, 5/7/84 RWC*

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>B-311, item 68</p> <p>2.</p>	<p>ADD:</p> <p>(7) CODAP administrative and technical files containing computer and technical specifications, system documentation, State reports, programming and data maintenance materials, and related correspondence.</p> <p><u>Disposition:</u> Retain in active files for five years, Retire to FRC and destroy when ten years old.</p> <p><u>National Drug Abuse Treatment Utilization Survey System (N-DATUS)</u></p> <p>a. <u>Description:</u> Survey is conducted semi-annually by the <u>Division of Scientific and Program Information</u>, National Institute on Drug Abuse of all drug abuse treatment facilities in the United States. Information is collected on such variables as the facilities' hours of service, types of treatment offered, staffing and aggregated clinic population, licensing and accreditation arrangements, and funding sources. Analysis is directed toward estimating the total national capacity for drug treatment, planning new facilities, creating management reports, and preparing budgets and annual reports.</p> <p>b. <u>Disposition:</u> Destroy when superseded or no longer needed for reference.</p> <p>ADD:</p> <p>(1) N-DATUS administrative and technical files, output software, systems documentation, contract files, survey progress reports, quality control and technical assistance plans and materials, and related correspondence with contractors and States.</p> <p><u>Disposition:</u> Retain in active files for five years. Retire to FRC and destroy when ten years old.</p> <p><i>Betty J. Cook</i>              _____              ADAMHA RECORDS OFFICER</p> <p>DATE <u>12-13-83</u> PHONE NUMBER: <u>443-4543</u></p>	<p>NC1-90- 76-5</p>	<p>ORIGINAL ADAMHA - RCS</p>