

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See instructions on reverse)*

LEAVE BLANK (NARA use only)

JOB NUMBER *NI-AU-94-4*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

DATE RECEIVED *9-23-93*

1. FROM (Agency or establishment)  
Department of the Army

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
U.S. Army Information Systems Command

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION  
DCSOPS (ASOP-M)

4. NAME OF PERSON WITH WHOM TO CONFER  
Kandy Light

5. TELEPHONE  
(602) 538-8414

DATE *1/24/94* for ARCHIVIST OF THE UNITED STATES  
*James W. Moore*

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 1 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,

is not required;  is attached; or  has been requested.

DATE  
*16 SEP 1993*

SIGNATURE OF AGENCY REPRESENTATIVE  
JAY A. RASCHKE *[Signature]*

TITLE  
Ch, Information Requirements Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	FN: 600-85d Title: Alcohol and drug abuse rehabilitation Privacy Act: A0600-85DAPE Description: Information relating to rehabilitation of participants in the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP). They accumulate at ADAPCP clinics throughout the Army. Included are results of biochemical urinalysis and other tests, individualized treatment plans, observations of patient's behavior, progress during treatment, documentation by physical and other clinical personnel, and discharge disposition. Disposition: Destroy 13 years after-- a. Patients terminated participation in any ADAPCP track or	NC1-AU-83-18	

*Copies sent to NCF and to the agency 2/2/94 [Signature]*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION**

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	<p>b. Decision not to enroll a screened referral into the ADAPCP, except:</p> <p>(1) All medical consultation and laboratory slips pertaining to active duty military clients will be forwarded to the custodian of the service member's health record for inclusion therein.</p> <p>(2) Upon permanent change of station (PCS), the patient's ADAPCP medical record will be forwarded to the gaining installation alcohol and drug control officer.</p> <p>(c) If individual patient records are a part of a current research or program evaluation project, they may be retained until no longer needed provided all patient identifying data are expunged, and that all patient records are destroyed 2 years from completion of the research program or program evaluation project.</p>		