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| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse) | | LEAVE BLANK (NARA use only) | |
| | | JOB NUMBER | N1-AU-99-2 |
| TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001 | | DATE RECEIVED | |
| 1. FROM (Agency or establishment) U.S. Army | | 5-3-99 | |
| 2. MAJOR SUBDIVISION U.S. Total Army Personnel Command | | NOTIFICATION TO AGENCY | |
| 3. MINOR SUBDIVISION Records Management Program Division | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE | DATE | ARCHIVIST OF THE UNITED STATES |
| Kandy Light | (703)806-3556 | 8/1/02 | WITHDRAWN |

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 3 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.

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| DATE 28 Apr 99 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> HOWARD N. GREENHALGH | TITLE Director, Records Management Division |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
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| 1 | <p>Background: In accordance with public policy and National Guard Regulation (AR) 500-2, the National Guard Bureau (NGB) renders Counterdrug support to civil law enforcement agencies (LEA).</p> <p>FN: 500-2a1 Title: Counterdrug Support Program State Plans and Correspondence Privacy Act: Not applicable Description: Office responsible for preparation of Governor's State Plan. Federal and State guidance for preparation of Governors State Plans; approved Annual Governor's State Plans, directive and descriptive correspondence and literature pertaining to programs proposed for inclusion in State Plans; coordinating correspondence for development of State Plans and programs included in State Plans. Disposition: PERMANENT. Code TP. Keep in current files area (CFA) until no longer needed for conducting business but not more than 6 years, then transfer to records holding area (RHA). The RHA will offer the records to the National Archives when the record is 10 years old.</p> | | |
| 2 | <p>FN: 500-2a2 Title: Counterdrug Support Program State Plans and Correspondence Privacy Act: Not applicable Description: Office responsible for providing input to Governor's State Plan. Information copies of and input to Federal and State guidance for preparation of Governors State Plans; copies of</p> | | |

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Agency, NWMD, NR

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER

PAGE

2 OF 5

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|-------------|--|--|----------------------------------|
| 3 | <p>approved Annual Governor's State Plans, directive and descriptive correspondence and literature pertaining to programs proposed for inclusion in State Plans; coordinating correspondence for development of State Plans and programs included in State Plans. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p> <p>FN: 500-2b1 Title: Counterdrug support operations planning files Privacy Act: Not applicable Description: Office responsible for preparation of the plan. Final reports and selected exceptional or unique background documentation that will significantly enhance the final report. Includes general correspondence and information relating to coordination of support of LEAS and CBOs, including National Guard and LEA/CBO approvals/disapprovals and recommendations; approvals/disapprovals pertaining to types of utilization of National Guard personnel on counterdrug duty. Includes information relating to the preparation, coordination, and approval of operational counterdrug support plans which are applicable to or involve the resources and mission of the overall department, agency, command, task force, activity or unit used to support overall planning. Included are copies of the approved plans, comments, recommendations, contributions, approvals and disapprovals regarding the plan and other directly related information. Disposition: PERMANENT. Code TP. Keep in current files area (CFA) until no longer needed for conducting business but not more than 6 years, then transfer to records holding area (RHA). The RHA will offer the records to the National Archives when the record is 10 years old.</p> | | |
| 4 | <p>FN: 500-2b2 Title: Counterdrug support operations planning files Privacy Act: Not applicable Description: Office responsible for input to the plan. Information copies of and input to final reports, approved plans, comments, recommendations, contributions, approvals and disapprovals regarding the plan and other directly related information. Includes copies of and input to general correspondence and information relating to coordination of support of LEAS and CBOs, including National Guard and LEA/CBO approvals/disapprovals and recommendations; approvals/disapprovals pertaining to types of utilization of National Guard personnel on counterdrug duty. Includes copies of and input to information relating to the preparation, coordination, and approval of operational counterdrug support plans which are applicable to or involve the resources and mission of the overall department, agency, command, task force, activity or unit used to support overall planning. Included are copies of and input to the approved plans, comments, recommendations, contributions, approvals and disapprovals regarding the plan and other directly related information. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p> | <p style="text-align: center; font-size: 2em; opacity: 0.5;">WITHDRAWN</p> | |

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| 5 | <p>FN: 500-2c Title: Counterdrug support operations files Privacy Act: Not applicable Description: Requests for support from LEAs and CBOs. Risk assessments for all operations conducted. Operations orders, fragmentary orders and other informational materials pertaining to specific operations in Mission Categories 1-6. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p> | | |
| 6 | <p>FN: 500-2d1 Title: Counterdrug support program reports Privacy Act: Not applicable Description: Preparing office and office(s) assisting with counterdrug support operations. Final reports and selected exceptional or unique background documentation that will significantly enhance the final report: Written reports by LEA/CBO personnel, National Guard Counterdrug Support Program personnel, or by other military or governmental personnel that describe and/or evaluate the nature or effectiveness of counterdrug operations. Included are situation reports on counterdrug support operations progress or activities, summaries of operations, after-action reports and surveys with related background documentation. Disposition: PERMANENT. Code TP. Keep in CFA until no longer needed for conducting business but not more than 6 years, then transfer to RHA. The RHA will offer the records to the National Archives when the record is 10 years old.</p> | | |
| 7 | <p>FN: 500-2d2 Title: Counterdrug support program reports Privacy Act: Not applicable Description: Offices other than preparing office and office(s) assisting with counterdrug support operations. Information copies of or input to written reports by LEA/CBO personnel, National Guard Counterdrug Support Program personnel, or by other military or governmental personnel that describe and/or evaluate the nature or effectiveness of counterdrug operations. Included are copies of situation reports on counterdrug support operations progress or activities, summaries of operations, after-action reports and surveys with related background documentation. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p> | | |
| 8 | <p>FN: 500-2e Title: Counterdrug support program asset sharing files Privacy Act: Not applicable Description: Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), correspondence, legal opinions, Standard Operations Procedures (SOPs), formal approvals/disapprovals and determinations concerning use of asset sharing resources in counterdrug operations. Disposition: PERMANENT. Code TEP. Event is when MOU/MOA is terminated. Keep in CFA until no longer needed for conducting business after the event, but not more than 6 years, then transfer to RHA. The RHA will offer the records to the National Archives 10</p> | | |

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| REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION | | JOB NUMBER | PAGE 4 OF 5 |
|--|---|-----------------------------------|----------------------------------|
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| 9 | <p>years after the event.</p> <p>FN: 500-2f1 Title: Records of developing and administering training in Counterdrug operations Privacy Act: Not applicable Description: Office having Army-wide program responsibility. Information relating to the planning, preparation, coordination, approval and conduct of counterdrug support training. Includes texts, lesson plans, briefings, attendance rosters, confirmation statements and other materials used in initial and refresher training in counterdrug legal and policy orientation, rules of engagement, standards of conduct and intelligence oversight. Disposition: PERMANENT. Code TP. Keep in CFA until no longer needed for conducting business but not more than 6 years, then transfer to RHA. The RHA will offer the records to the National Archives when the record is 10 years old.</p> | | |
| 10 | <p>FN: 500-2f2 Title: Records of developing and administering training in Counterdrug operations Privacy Act: Not applicable Description: Offices other than the office having Army-wide program responsibility. Information copies of and input to the planning, preparation, coordination, approval and conduct of counterdrug support training. Includes texts, lesson plans, briefings, attendance rosters, confirmation statements and other materials used in initial and refresher training in counterdrug legal and policy orientation, rules of engagement, standards of conduct and intelligence oversight. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p> | | |
| 11 | <p>FN: 500-2g Title: Counterdrug Support Program Audit/inspection and Technical Assistance and Review Reports Privacy Act: Not applicable Description: Reports of formal inspection/audit by state and federal agencies. Reports of Technical Assistance and Review visits by NGB Counterdrug Directorate Personnel. Disposition: Code KE6. Event is the next audit/inspection/technical assistance or review visit. Keep in CFA until no longer needed for conducting business after the event, but not longer than 6 years after the event, then destroy.</p> | | |
| 12 | <p>FN: 500-2h Title: Screening, rejection, waiver and involuntary relief from counterdrug program duty files Privacy Act: Not applicable Description: Record of Screening for entry on counterdrug duty in ADSW status, used as verification of eligibility for reentry after breaks of less than one year. Records of screening of unpaid volunteers for Drug Demand Reduction (DDR) operations. Included are correspondence and other documents pertaining to waivers</p> | | |

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| 13 | <p>(medical or other types) for entry on counterdrug duty and correspondence pertaining to rejection of applicants for duty, relief from duty for cause, or other involuntary relief from duty. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p> <p>NOTE: The electronic version of all records on this schedule that are created by electronic mail or word processing applications will be deleted when the file copy is generated or when no longer needed for reference or updating.</p> | WITHDRAWN | |