

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

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
Lillian B. Faison

5. TEL. EXT.
693-1937

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED OCT 26 1976	JOB NO. NC 1 - 44 - 77 - 18
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 "with-drawn" in column 10.	
(Date)	Archivist of the United States

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.

Wendell Boardman
for **S. J. POMRENZE**

Chief, Records Management Div

Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>ALCOHOL AND DRUG ABUSE REHABILITATION FILES (FN 917-09, AR 340-18-9). Documents relating to rehabilitation of individuals which accumulate at halfway houses and rap centers in connection with the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP). Included are results of biochemical urinalysis and other tests; observations of patient's behavior; therapist's and drug education specialist's opinion and progress reports; doctor's notes; and similar or related documents.</p> <p>Disposition: Destroy all documents except medical consultation and laboratory procedures in accordance with the method prescribed in AR 340-16, 1 year after submission of final follow-up report. All medical consultations and laboratory procedures (other than biochemical urinalysis for drug abuse) will be forwarded to the custodian of the service member's health records for proper inclosure therein.</p> <p>Request authority to revise the disposition instructions for alcohol and drug abuse rehabilitation files as shown above. These records accumulate at halfway houses and rap centers on various Army installations. Increasing the retention period for these records to 1 year will insure better patient follow-up and continuity of care.</p>		