

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) <i>Department of Health and Human Services</i>	
2. MAJOR SUBDIVISION Substance Abuse and Mental Health Services Administration	
3. MINOR SUBDIVISION Center for Substance Abuse Treatment	
4. NAME OF PERSON WITH WHOM TO CONFER Lynne Klein	5. TELEPHONE (301) 443-8860

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-511-04-1</i>	
DATE RECEIVED <i>2-5-2004</i>	
NOTIFICATION TO AGENCY	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE <i>6-2-04</i>	ARE YOU SURE THIS FITS THE UNITED STATES WITHDRAWN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 2 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 11/03/2003	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE Records Management Officer, SAMHSA
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>SAMHSA RCS - B311, Item</p> <p>Opioids are synthetic drugs like Methadone that are similar to opium but are not derived from opium. The following schedules cover Methadone related records.</p> <p>A. Methadone Treatment Program: Jackets containing applications requesting approval to administer methadone in the treatment of drug addiction by clinics, doctors, etc.; correspondence with them; establishment inspection reports; and other reports. Disposition: Transfer to FRC 2 years after application is withdrawn or revoked. Destroy 9 years after application is withdrawn or revoked.</p> <p>B. Methadone Hospital Files: Jackets from each hospital receiving shipments of methadone containing applications to administer methadone, related correspondence, and reports on use and results of the drug. Disposition: Transfer to FRC 2 years after application is withdrawn or revoked. Destroy 7 years after application is withdrawn or revoked.</p> <p><i>Agency NRMW</i></p>		

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C.	<p>Drug Abuse Treatment Monitoring Information System: This system maintains data files on the use of methadone and other treatment modalities in drug abuse treatment programs. The file includes historical data, the results of periodic FDA inspections, staffing, and annual report information. (ADP file) Disposition: Destroy (by erasure) individual data elements 10 years after entry.</p> <p style="text-align: right;"><i>Nicholas Reuter, (acting, for)</i> CSAT Program Records Liaison Officer Robert Lubran (signature) 10/27/03</p> <p style="text-align: right;"><i>Lynne Klein, 10/27/03</i> SAMHSA Records Liaison Officer Lynne Klein (signature)</p> <p style="text-align: right;"><i>Patricia Bransford, 10/31/03</i> SAMHSA Records Management Officer Patricia Bransford (signature)</p>		

WITHDRAWN