

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. K. J. Bilek

5. TEL. EXT.

11-29209

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 23 AUG 1973	JOB NO. 074E 03
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 9-5-73	<i>James B. Rhoads</i> 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.

21 AUG 1973

(Date)

Ellis F. Villiard

(Signature of Agency Representative)

ELLIS F. VILLIARD
Documentation Systems Division
Directorate of Administration

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">DRUG ABUSE TESTING PROGRAM (160-7) (Applicable Air Force-wide)</p> <p>See Attached NEW table 160-7 which provides for the disposition of drug abuse testing program documentation. The objective of this program is to identify persons who require treatment and rehabilitation services; to derive data regarding the prevalence of drug abuse, and to provide a degree of deterrence for certain individuals. The recommended retention period for worksheets, test results which reflect a "no show record" and rosters will adequately serve all administrative and legal purposes of the Air Force.</p>	DLT 160-7	

TABLE 160-7 *

DRUG ABUSE TESTING PROGRAM

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	drug abuse testing program records	test program worksheet, test results and order for services	program monitor records	destroy after 1 year.
2		rosters		destroy 3 months after all individuals listed on roster have either been tested or a "no show record" received.
3			unit copy	destroy after all individuals have either been tested or a "no show record" prepared and forwarded to the program monitor.