

**REQUEST FOR RECORDS POSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-AU-81-4
DATE RECEIVED	October 27, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
10-31-80 Date	<i>Robert M. Klaus</i> Archivist of the United States

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's Office

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Gerre Turney

5. TEL. EXT.

693-1937

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
8 Oct 80	<i>Guy B. Oldaker</i> GUY B. OLDAKER	Chief, Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Informant Files:</u> (File Number 509-28) Documents relating to informants used in the conduct of investigations. Included are information data cards (CID Form 20; agent activity summaries (CID Form 28; cross-index cards; and related documents.</p> <p>HQUSACIDC: Informant cards and cross index cards:</p> <p>a. Level I Drug Suppression Team informants: Destroy in CFA 10 years after termination of informant's service.</p> <p>b. All other: Destroy in CFA 5 years after termination of informant's service.</p> <p>HQUSACIDC Region Headquarters:</p> <p>a. Master source file: Destroy when no longer needed to control or facilitate work.</p> <p>b. Informant cards and cross index cards:</p> <p>(1) Level I Drug Suppression Team Informants: Destroy in CFA 10 years after termination of informants' service.</p>		

7 items

*Closed Out: 11-17-80: K.T.J.  
Copy sent to Agency*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(2) All other: Destroy in CFA 3 years after termination of informants service.</p> <p>Other subordinate USAHQCIDC elements:</p> <p>a. Master source file: Destroy when no longer needed to control or facilitate work.</p> <p>b. Informant cards and cross index cards: Destroy in CFA 3 years after termination of informant's service.</p> <p><u>BACKGROUND INFORMATION:</u></p> <p>Request for records disposition approval, Job Number NCI-AU-79-38, dated 8 March 1979, Informants file, did not address the Level I Drug Suppressant Program or "Other elements."</p> <p>An increase in drug trafficking and smuggling has made a longer retention of these records essential. Level I Drug Suppression Team (a team of covert investigators in numerous areas) are normally involved in several independent covert operations accompanied only by informants during initial contact with a narcotics trafficker. Level I informants in the Drug Suppression Program frequently resurface following a period of dormancy which may range from a few months to several years. The increased retention periods requested above will facilitate drug suppression operations by allowing undercover CID agents to review the dossier of resurfaced informants up to 10 years after they became inactive.</p>		