

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		(Leave Blank (NARA use only))	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-AR-02-20</i>	DATE RECEIVED <i>5-15-02</i>
1. FROM (Agency or establishment) U.S. Army		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command			
3. MINOR SUBDIVISION Records Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Jackie Johnson	5. TELEPHONE (703) 806-3188	DATE <i>11-1-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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 1 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 <i>9 May 02</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<u>Certification of Sanitization/Destruction Files</u>		
1	<p>Background. Assistant Secretary of Defense Memorandum, 4 Jun 01, subject: Disposition of Unclassified DoD Computer Hard Drives, directed that immediate steps be taken to ensure that all hard drives of unclassified computer equipment being disposed of outside the DoD be sanitized. Attachment 1 to subject memo requires that documentation be maintained for a minimum of 5 years certifying that information on a hard drive has been overwritten with qualified software in such a way that meaningful information cannot be recovered from the hard drive. The prescribing regulation for the following file number is AR 25-1, Army Information Management. The proposed disposition instructions apply to records in all media and format.</p> <p>FN: 25e Title: Certification of Sanitization/Destruction of DoD Computer Hard Drives Authority: Privacy Act: Description: Documentation certifying that a hard drive being disposed of outside DoD has been purged by overwriting with qualified software in such a way that meaningful information cannot be recovered from the hard drive. Disposition: Code T5. Keep in CFA until no longer needed for conducting business, then retire to RHA. The RHA will destroy the record when the record is 5 years old.</p>		
2	<p>Electronic copies created on electronic mail and word processing systems will be destroyed after the recordkeeping copy has been produced.</p> <p><i>cc Agency, DR, NWMW</i></p>		