Request for Records Disposition Authority

(See instructions on reverse)

To: National Archives and Records Administration (NIR)
Washington, DC 20408

From: (Agency or establishment)
US Army

Job Number
NI-AU-094

Date Received
1/29/09

Notification to Agency

In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date
10/3/00

Acting NDM

Acting NDM

Signature of Agency Representative

Name

Title

Date (mm/dd/yyyy)

CHIEF, RECORDS MANAGEMENT DIVISION

01/13/2009

Item Number

8 Description of Item and Proposed Disposition

9 GRS or Superseded Job Citation

10 Action taken (NARA Use Only)

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AR 600-85 Army Substance Abuse Program

The Army Center for Substance Abuse Programs (ACSAP) is the proponent for AR 600-85, which includes the Employee Assistance Program (EAP). Currently, EAP files or records maintained under this program are classified as administrative files.

RN: 600-85a2
Title: Alcohol and drug abuse management files - Other offices and TOE units
Authority: NC1-AU-7906
PA: NA
Description: Information reflecting implementation and status of the Alcohol and Drug Abuse Program. Included are reports, lessons learned, and other information relating to prevention, identification treatment, rehabilitation, evaluation, and research and development.
Disposition: K5. Keep in CFA until record is 5 years old, then destroy.