

# Request for Record Disposition Authority

(See Instructions on reverse)

**Leave Blank (NARA Use Only)**

To <b>National Archives and Records Administration (NIR)</b> Washington, DC 20408	
1 From (Agency or establishment) Department of the Army	
2 Major Subdivision Office of the Administrative Assistant to the Secretary of the Army	
3 Minor Subdivision Records Management and Declassification Agency	
4 Name of Person with whom to confer Shirley Kinson-Jones	5 Telephone (include area code) 703-428-6411

Job Number <b>NI-AU-09-29</b>
Date Received <b>4/20/09</b>
<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 <b>23 Nov 09</b> Archivist of the United States

**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       has been requested

Signature of Agency Representative 	Title Ricardo A. Romero, Chief, Records Management Division	Date (mm/dd/yyyy) <b>15 APR 2009</b>
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Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
17	<p style="text-align: center;"><b>Drug and Alcohol Management Information System (DAMIS)</b> <b>AR 600-85 THE ARMY SUBSTANCE ABUSE PROGRAM</b></p> <p>Background DAMIS is the Army's historical repository of all Army Substance Abuse Program (ASAP) related information. The information collected serves as a data repository used for research purposes, security background investigations, and providing statistical analysis and reports to program managers and decision makers from the installation substance abuse program manager to DoD. DAMIS data is used to identify trends, judge the magnitude of drug and alcohol abuse, and to measure the effectiveness of drug and alcohol prevention efforts in the Army.</p> <p>Note: Use record number (RN) 25-1kkk for source/input records, RN 25-111 for automated system administrative reports, <del>RN 25-1nnn</del> for system documentation and specification, and RN 25-1nnn for backup files.</p> <p>RN 600-85h Title Drug and Alcohol Management Information System (DAMIS) Master File Authority TBD PA TBD</p> <p>Description Drug testing data, substance abuse treatment data, financial data, medical review officer data, and demographic information such as age, grade, MOS, etc on all Soldiers that have been drug tested or screened for substance abuse. System contains records from Sep 1988 until present. One database record is created for each drug test requested and/or substance abuse screening conducted (DA Form 4465-R). The primary key to the data is an eighteen character field called the individual system sequence number. Drug testing specimen data contains information on the specimen, results of testing, Medical Review evaluation if required, and a few demographics on the Soldier that was tested such as age, grade, etc at the time of the drug test. Patient substance abuse screening and treatment records contain information about the nature of the screening, enrollment in the substance abuse program, treatment outcomes, etc.</p>	GRS 11a (2)	11/17/09 

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

Job Number

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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)
	<p><del>Disposition: Permanent. TP. Keep until no longer needed for conducting business, then retire to the AEA, the AEA will transfer to the National Archives when the record is 25 years old.</del></p> <p>Justification for permanent retention: Data is needed indefinitely for medical, legal, and analysis purposes; to perform security background checks on personnel and provide personnel medical substance abuse <del>treatment information, as well as continue to analyze data.</del></p> <p style="text-align: center;"><i>— See attached —</i></p>	<p><i>11/16/09 Changed Per Ms. Shirley K. Jones request. See email dated 9/22/09. SJM</i></p>	

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Disposition: Permanent. TP. Transfer a snapshot of the DAMIS Master File to the AEA annually at the end of the fiscal year. The AEA will transfer a snapshot of <del>DCIPS</del><sup>DAMIS</sup> to the National Archives and Records Administration (NARA) one year after the signature by the Archivist of the United States. Thereafter, the AEA will transfer a snap shot of DAMIS to NARA every two years. Legal custody of each snap-shot will transfer to NARA when the record is 25 years old.</p> <p>Justification for permanent retention: Data is needed indefinitely for medical, legal, and analysis purposes; to perform security background checks on personnel and provide personnel medical substance abuse treatment information, as well as to continue to analyze data.</p>		