

Request for Records Disposition Authority

(See Instructions on reverse)

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

1 From (Agency or establishment)
US ARMY

2 Major Subdivision
OFFICE OF THE ADMN ASST TO THE SEC OF THE ARMY

3 Minor Subdivision
US ARMY RECORDS MGMT & DECLASS AGENCY

4 Name of Person with whom to confer
SHIRLEY KINSON-JONES

5 Telephone (include area code)
703-428-6411

Leave Blank (NARA Use Only)

Job Number
NI-AU-09-4

Date Received
1/29/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date **10/29/2009** Archivist of the United States
Russell R. Cunningham

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 _____ 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
Douglas G. Zolner

Title
CHIEF, RECORDS MANAGEMENT DIVISION

Date (mm/dd/yyyy)
01/12/2009

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p style="text-align: center;">AR 600-85 Army Substance Abuse Program</p> <p>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.</p> <p>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.</p>		