

# Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

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

Number

NI-AU-10-108

1 From (Agency or establishment)

Date Received

5/5/10

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

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

5 Telephone (include area code)

Sheila M. Brown/Shirley Kinson-Jones

703-428-6412

Date

Archivist of the United States

1/2/11

**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

Title

Date (mm/dd/yyyy)

Richard A. Wojewoda, Chief, Records Management Division

08/16/2010

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>AR 600-85, The Army Substance Abuse Program</p> <p>RN 600-851  <del>Title Army Center for Substance Abuse Program Web (ACSAP Web) System Master File</del>                      Authority TBD                      PA TBD</p> <p>Description provides a secure means of allowing web processing of database transactions, information retrieval, submission, and realtime report generation</p> <p><del>Disposition KN Keep in AEA until no longer needed for conducting business, but not longer than 6 years, then delete</del></p> <p>NOTE Use record number (RN) 25-1111 for automated system administrative reports, RN 25-1kkk for source/input records and RN 25-1nnn for backup files, 25-1mmm for automated system documentation and specification files</p> <p>— SEE Atch —</p>		<p>Change per R.D. request see email dated 1/13/11 T.W.</p>

RN 600-851

**Title:** Army Center for Substance Abuse Program Web Site Records (Url ascap army mil)

Authority TBD

**PA:**

**Web Content** Files relating to information on getting help, alcohol and drug facts, laws and regulations, campaign events, and ASCAP resources information.

**Disposition:** KEN Event is when superseded or obsolete Keep until no longer needed for conducting business, but not longer than 6 years, then delete

**Web Site Management Files** Including records relating to site maps, web usage, web design, copy righted materials, and software applications

**Disposition:** KEN. Event is when the related content record is deleted Keep until no longer needed for conducting business, but not longer than 6 years, then delete