

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		1 ...AVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-72-02-6	
1 FROM (Agency or establishment) DEPARTMENT OF THE NAVY		DATE RECEIVED 11-14-2001	
2. MAJOR SUBDIVISION BUREAU OF NAVAL PERSONNEL		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER CDR J. T. CURRY (PERS 60F)	5 TELEPHONE (901) 874-4236	DATE 7-1-02	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 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; or has been requested.

DATE 17 SEP 01	SIGNATURE OF AGENCY REPRESENTATIVE <i>S. M. BOATWRIGHT, CWO2, USN</i>	TITLE NAVY RECORDS MANAGER
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>See attached replacement schedule.</p> <p>SSIC 5353</p> <p><u>ALCOHOL AND DRUG MANAGEMENT INFORMATION TRACKING SYSTEM (ADMITS).</u></p> <p>2. MANAGEMENT INFORMATION TRACKING SYSTEM (ADMITS). Database management system used to track information about individuals treated at Navy nonmedical facilities for abuse of drugs or alcohol.</p> <p>a. Master files of central database records maintained at NAVPERSCOM (PERS-60F).</p> <p>Permanent. Cut off annually at the end of FY and transfer to National Archives in accordance with 36 CFR 1228.270 and 36 CFR 1234.</p> <p><i>cc: Agency, DWME, DWCT</i></p>		

SSIC 5353

ALCOHOL AND DRUG MANAGEMENT INFORMATION TRACKING SYSTEM (ADMITS).

2 ALCOHOL AND DRUG MANAGEMENT INFORMATION TRACKING SYSTEM (ADMITS) Database management system used to track information about individuals treated at Navy nonmedical facilities for abuse of drugs or alcohol

a. Inputs/source records

Delete/destroy after data have been entered into the master file or when no longer needed for operational purposes, whichever is later Exception: Apply NARA-approved disposition instructions to the data files residing in other DOD databases and to any other source records that become part of another record series.

b Master files of central database records maintained at NAVPERSCOM (PERS-60F)

PERMANENT. Cut off (take a snapshot) at end of FY and transfer to the National Archives in accordance with 36 CFR 1228 270 and 36 CFR 1234

c. Outputs. Summary reports and other records (electronic or paper)

Delete/destroy when no longer needed for operational purposes. Note: This disposition instruction applies only to recordkeeping copies of output records retained by NAVPERSCOM (PERS-60F) The DOD office receiving the report or other record in the conduct of Government business should maintain its recordkeeping copy in accordance with NARA-approved disposition instructions for such reports

d. Documentation for the master file of central database records maintained at NAVPERSCOM (PERS-60F) Included are codebooks, record layouts, and other system documentation.

PERMANENT. Transfer to the National Archives along with the annual snapshot of the master file in accordance with 36 CFR 1228 270 and 36 CFR 1234

ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. (Note: If a system used to generate electronic mail, word processing and other office automation-based records does not have recordkeeping functionality, the official recordkeeping copy must be copied to a recordkeeping system where it will be maintained for the period stated in this schedule A recordkeeping system is a manual or automated system which has recordkeeping functionality, i.e., the ability to collect, organize, categorize, retrieve, preserve, and provide for records disposition. See DOD 5015 2-STD, Design Criteria Standard for Electronic Records Management Software Applications)

a. Copies that have no further administrative value after the recordkeeping copy is made Includes copies maintained by individuals in personal files, personal electronic mail directories, or other

personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

[Replacement version agreed to by R Wire and S. Boatwright, February 14, 2002]

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION²

JOB NUMBER	PAGE
	OF

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>b. All versions of documentation for the master file of central database records maintained at NAVPERSCOM (PERS-60F). Included are codebooks, record layouts, and other system documentation.</p> <p>Permanent. Transfer to the National Archives along with snapshot of the master file of the central database records in accordance with 36 CFR 1228.270 and 36 CFR 1234.270 and 36 CFR 1234.</p> <p>[Amended by R. Ware per S. Boatwright's 11-16-2001 concurrence]</p> <p>Superseded by replacement schedule.</p>		