REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC  20408

1 FROM (Agency or establishment)  
DEPARTMENT OF THE NAVY

2. MAJOR SUBDIVISION  
BUREAU OF NAVAL PERSONNEL

3. MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE  
CDR J. T. CURRY (PERS 60F) (901) 874-4236

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,

X is not required; □ is attached; or □ has been requested.

DATE SIGNATURE OF AGENCY REPRESENTATIVE  TITLE  
17 SEP 01 S. M. BOATWRIGHT, CRUZ, HSN NAVY RECORDS MANAGER

SSIC 5353

ALCOHOL AND DRUG MANAGEMENT INFORMATION TRACKING SYSTEM (ADMITS).

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.

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

   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.

See attached replacement schedule.
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]
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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<tr>
<td></td>
<td>b. All versions of documentation for the master file of central database records maintained at NAVPERSCOM (PEAS-60F). Included are codebooks, record layouts, and other system documentation. 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.</td>
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Superseded by replacement schedule.

Amended by P. Wore per S. Boatwright's 11-16-2001 concurrence.