

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-218-09-5	DATE RECEIVED 7/31/09
1. FROM (Agency or establishment) Department of Defense		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Joint Staff – Joint Secretariat			
3. MINOR SUBDIVISION Information Management Division – RRC Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Dr. James Willson-Quayle, IMD/RRCB	5. TELEPHONE 703-697-9777	DATE JRC 09	ARCHIVIST OF THE UNITED STATES

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 2 page(s) are not 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 Manuel for Guidance of Federal Agencies,

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

DATE 20 Jul 09	SIGNATURE OF AGENCY REPRESENTATIVE Dr. James Willson-Quayle	TITLE Chief - Records, Research, and Content Branch Information Management Division
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Joint Staff Electronic Information System (See attached – Anti-Terrorism Enterprise Portal (ATEP), Unclassified and Classified versions)		

Name of System:

Anti-Terrorism Enterprise Portal (ATEP)

System Description:

ATEP is a web-based portal that supports the Joint Staff, Services, Combatant Commands, and other DOD Agencies by functioning as a "1-Stop Shop" for Defense Anti-Terrorism and Force Protection Information. Antiterrorism reports, instructions, publications as well as training information can be found on ATEP. System users have the ability to upload and maintain information on various "community" pages where other users can then view, download, print content, and participate in discussion forums. Access to the system is dependent upon obtaining access to the Army Knowledge Online (AKO) site and, if needed, permission from a sponsoring agency.

As currently configured, ATEP is used to post non-record copies of information for reference and comment purposes and can be uploaded in the form of Microsoft Office files, PDF files, and data that is manually entered by the user.

Created in 2003, ATEP previously existed on both the DOD NIPRnet and SIPRnet as a web-based portal in the Joint Staff Decision Support Environment. In 2009, ATEP was migrated to the classified and unclassified Army Knowledge Online (AKO) web portals which have site maintenance and hosting responsibility. ATEP information on the AKO sites is classified up to SECRET on the SIPRnet and Unclassified on the NIPRnet site. The office of responsibility for ATEP data is the Deputy Directorate for Anti-Terrorism/ Homeland Defense (DDAT/HD), J-34, Joint Staff.

1. Inputs:

~~Inputs consist of but are not limited to data that is both manually entered, such as discussion forum entries or announcements, or uploaded to the AKO ATEP page in the form of Microsoft Office Documents or PDF files such as rosters, instructions, and training information.~~

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Disposition: See Data File.

2. Data File:

The data file includes information as described in the "Inputs" section above. Only users with privileges to upload documents can remove them.

Disposition: TEMPORARY. Delete/Destroy content when superseded/obsolete or when no longer needed for business purposes and analysis, whichever is sooner.

~~3. System Documentation:~~

~~These records include but are not limited to system guidance, user manuals, and data system specifications relating to ATEP.~~

~~Disposition: See System Documentation, Series 1020.04 CJCSM 5760.01 Vol:~~
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