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 Health and Human Services*	
2 MAJOR SUBDIVISION Substance Abuse and Mental Health Services Administration (SAMHSA)	
3 MINOR SUBDIVISION	

4 NAME OF PERSON WITH WHOM TO CONFER Lynne Klein	5 TELEPHONE (240) 276-1129

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 09/17/2009	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE HHS Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Electronic Records Schedule SAMHSA Prevention Management Reporting and Training System (PMRTS) See attached		

115-109
NSN 7540-00-634-4604   STANDARD FORM 115 (REV 3-91) (CDC Adobe Acrobat 5 0 Electronic Version, 8/2001)
PREVIOUS EDITION NOT USABLE
Prescribed by NARA
36 CFR 1228

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Prevention Management Reporting and Training System

The Prevention Management Reporting and Training System is a web-based tool that serves as the centralized data collection and management mechanism for monitoring and managing the block grant as well as other discretionary grants and contracts The system also contains prevention-related training courses for both the public and prevention services professionals

This schedule does not cover the actual system interface (a web portal) and web content other than the actual training course materials The web presence of this system is covered by the SAMHSA web records schedule (N1-511-09-5)

1. ~~Inputs~~

> ~~Hard copy (non-electronic) documents used to create, update, or modify electronic records Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into the system, if existent~~

> ~~NOTE If data is directly submitted by grantees or contractors to the system in electronic format there is no input record to dispose of~~

> ~~Disposition TEMPORARY Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records~~ (GRS 20, item 2a4)

2. Master Data Files: Reporting Data

> Reporting Data Data Includes data relating the status of Substance Abuse Prevention and Treatment Block Grants (SAPTG), discretionary grants, and contracts. Data sets include the National Outcome Measures (NOMs), Government Performance and Results Act (GPRA), Program Assessment Rating Tool (PART), progress reports, state epidemiological profiles, and Drug-Free Communities data (COMET) This data is used for oversight and tracking of prevention-related grants and contracts as well as strategic planning for SAMHSA/CSAP's prevention program portfolio (e g , Block Grant and PRNS allocations) The data is used to create reports such as the annual Accountability Report and the Trends and Directions Report as well as special reports developed in response to Congressional inquiries

> Disposition TEMPORARY Cut off at the end of the fiscal year in which the data was received Delete/destroy 10 years after cutoff

3. Master Data Files Training Course Material

> Prevention courses are free to the public where some courses are meant for professionals and have continuing education credits available Other courses are designed to provide helpful information to members of the general public

interested in prevention topics

<u>Disposition</u> TEMPORARY Cut off at the end of the fiscal year in which the data was received Delete/destroy 10 years after cutoff

4. ~~Outputs~~

~~Standard or ad-hoc reports in electronic or hard-copy format used for one-time analysis or review, reference purposes, or to meet day-to-day business needs~~

~~Disposition TEMPORARY Destroy/delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes~~ (GRS 20, items 12 and 16)