

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)

Department of the Army

Date Received

5/5/10

2 Major Subdivision

Office of the Administrative Assistant to the Secretary 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

3 Minor Subdivision

Records Management and Declassification Agency

Date

Archivist of the United States

4 Name of Person with whom to confer

Sheila M Brown/Shirley Kinson-Jones

5 Telephone (include area code)

703-428-6412

[Signature]

[Signature]

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)

[Signature]

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Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 Title Army Center for Substance Abuse Program Web (ACSAP Web) System Master File 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>Disposition KN. Keep in AEA until no longer needed for conducting business, but not longer than 6 years, then delete</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><i>— SEE Atch —</i></p>		<p><i>Change per R.O. request see email dated 1/13/11 T.W.</i></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