

# 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 Defense (DOD)**

2. Major Subdivision  
**Office of the Chairman Joint Chiefs of Staff**

3. Minor Subdivision  
**DOM, Information Management Division**

4. Name of Person with whom to confer  
**Maureen Hill**

5. Telephone (include area code)  
**703-697-8898**

## Leave Blank (NARA Use Only)

Job Number  
**71-218-06-4**

Date Received  
**6-19-2006**

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date **WITHDRAWN** Archives of the United States

### 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

*Maureen Hill*

Title

**Joint Staff Records Manager**

Date (mm/dd/yyyy)

**5/26/06**

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	<p><b>JS electronic recordkeeping system--ADIMS</b> <b>(See Attachment)</b></p> <p style="text-align: right; transform: rotate(-45deg);"><b>WITHDRAWN</b> <b>3/21/07</b></p>		

**INFORMATION SYSTEMS DESCRIPTION  
AUTOMATED DIRECTIVES INFORMATION MANAGEMENT SYSTEM (ADIMS)**

**MAY 17, 2006**

**Name of System:**

Automated Directives Information Management System (ADIMS)

**OPR:**

JS/DOM/MD, Maureen Hill, 703 697-8898

**Description of the System:**

ADIMS automates the process of scheduling directives' currency reviews for the Chairman's Directives' Management Program. ADIMS tracks the document number, type, title, and status of directives for update and review. The system serves as an internal legacy database for directives and forms that have expired been cancelled or superseded.

**Classification:**

Unclassified

**Creation:**

1985, Updated July 1999

WITHDRAWN  
3/21/07

**A. Input Records:**

Manual data (e.g., number, title, date, responsible organization, classification, status, and date of next review) is entered in the database when a proponent office requests a new number or a new document is published, and existing directives and forms are revised, cancelled, or expired.

**Disposition: Temporary:** Destroy/delete requests after input has been verified.

**B. Master File:**

Maintained on the Top Secret Joint Staff Information Network (JSIN-T) drive by the Office of the Chief Information Officer (OCIO). Master file is updated when input has been verified.

**Disposition: Temporary.** Cut-off annually at end of FY. Hold in office. Destroy after 25 years.

**C. Outputs:**

Reports are generated monthly. Ad hoc queries are generated as needed.

**Disposition: Temporary:** Destroy/delete when no longer needed for reference.

**D. Documentation:**

Requirements documents, user's guides, training materials, and other materials describing the technical operation of ADIMS

**Disposition: Temporary:** Destroy/delete when system is updated or replaced.

**Electronic Mail and Word Processing System Copies**

**Electronic Mail and Word Processing System Records.** Records created and received on electronic mail and word processing systems, and used to generate a recordkeeping copy. Also includes electronic records maintained for updating, revision or dissemination.

**A.** Records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy.

ADIMS, 17 MAY 2006

**Disposition: Temporary. Destroy/delete after recordkeeping copy is generated and placed in a recordkeeping system.**

**B. Records used for dissemination, revision, or updating.**

**Disposition: Temporary. Destroy/delete when dissemination, revision, or updating is complete.**

**WIP/PRANK**

3/21/07