

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 71-218-07-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 1-2-2007	
1. FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Joint Staff, Joint Secretariat		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Information Mgt Div, Records Management Unit			
4. NAME OF PERSON WITH WHOM TO CONFER Maureen Hill	5. TELEPHONE NUMBER 703-697-8898	DATE 1/5/07	ARCHIVIST OF THE UNITED STATES Allen V. V. V.
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 <u>2</u> page(s) are not needed now for the business for 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, <input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 12/19/06	SIGNATURE OF AGENCY REPRESENTATIVE William J. Kane		TITLE Chief, Information Management Division
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Automated Directives Information Management System (ADIMS) (see attached)		
11/16/07 Copies sent to Agency, unmarked			

Name of System:

Automated Directives Information Management System (ADIMS)

OPR:

Joint Staff/Directorate of Management, 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 The system serves as an internal legacy database for directives and forms that have expired been cancelled or superseded.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.

A. Input Records:

Data (e.g., number, title, date, responsible organization, classification, status, and date of next review) is manually entered in the database when a proponent office requests a new number or a new document is published, and when 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. 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. *after final action. per e-mail, F. Olszewski 9/14/07*

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. *GRS 20 items 13 & 14*

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.

GRS 20
items 13+14