

Outline of Records Schedule Items for DAA-AFU-2018-0006

Sequence Number	
1	Sexual Assault Prevention and Response (SAPR) Program Restricted Case Files Disposition Authority Number: DAA-AFU-2018-0006-0001
2	Sexual Assault Prevention and Response (SAPR) Program Unrestricted Report Case Files Disposition Authority Number: DAA-AFU-2018-0006-0002
3	Sexual Assault Prevention and Response (SAPR) Program Volunteer Victim Advocate Files Disposition Authority Number: DAA-AFU-2018-0006-0003

Records Schedule Items

Sequence Number					
1	<p>Sexual Assault Prevention and Response (SAPR) Program Restricted Case Files</p> <p>Disposition Authority Number DAA-AFU-2018-0006-0001</p> <p>Documents concerning the response to a restricted report of sexual assault - DD Form 2910 (Victim Reporting Preference Statement), initial intake, Special Victims' Counsel (SVC) assignment, referral resources, DD Form 2965 (Defense Sexual Assault Incident Database (DSAID) Data Form) (as appropriate), etc. Kept hard copy in a locked office in a locked file cabinet in the Sexual Assault Response Coordinators (SARCs) office (double locked).</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>Unscheduled</td> <td>AF RDS</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period Destroy case files 50 years after the DD Form 2910 is signed.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	Unscheduled	AF RDS
Manual Citation	Manual Title				
Unscheduled	AF RDS				
2	<p>Sexual Assault Prevention and Response (SAPR) Program Unrestricted Report Case Files</p> <p>Disposition Authority Number DAA-AFU-2018-0006-0002</p> <p>Documents concerning the response to an Unrestricted Report of sexual assault - initial intake, Special Victims' Counsel (SVC) assignment, referral resources. Kept locally in a locked file cabinet in the Sexual Assault Response Coordinators (SARCs) office - (double locked).</p>				

Final Disposition Temporary
 Item Status Active
 Is this item media neutral? Yes
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
 Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
Unscheduled	AF RDS

Disposition Instruction

Retention Period Destroy paper copies after the DD Form 2910 is signed and loaded into the Defense Sexual Assault Incident Database (DSAID). Destroy electronic records maintained in the DSAID 50 years after the DD Form 2910 is signed. Destroy paper copies created prior to implementation of the DSAID 50 years after the DD Form 2910 was signed.

Additional Information

GAO Approval Not Required

Sexual Assault Prevention and Response (SAPR) Program Volunteer Victim Advocate Files

Disposition Authority Number DAA-AFU-2018-0006-0003

Volunteer Application (VA), Certificate of Training for SAPR VA Course or Sexual Assault Response Coordinator (SARC) Course, documentation of completed screening criteria, DD Form 2950 (Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) Application Packet for New Applicants) and DD Form 2950-1 (Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) Renewal Application Packet), etc. Maintained locally in a locked file cabinet in the SARC office.

Final Disposition Temporary
 Item Status Active
 Is this item media neutral? Yes
 Do any of the records covered by this item currently exist in

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electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
Unscheduled	AF RDS

Disposition Instruction

Retention Period **Destroy 3 years after the volunteer victim advocate has departed the installation or has declined or been removed for further participation with the SAPR program.**

Additional Information

GAO Approval **Not Required**

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
06/26/2018	Return to Submitter	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
07/03/2018	Certify	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
07/17/2019	Submit for Concurrence	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/23/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/23/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/25/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist