

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. *NI-AFU-88-44*

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED *7-12-88*

1. FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
Directorate of Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION
Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

5. TELEPHONE EXT. 695-1667

DATE *12/2/88*

ARCHIVIST OF THE UNITED STATES



NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303a, the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 3 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 8 JUN 1988	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE GRACE T. ROWE Chief, Records Mgmt Policy Section Directorate of Info Mgmt and Admin
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7. ITEM NO	B. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS (Table 168-5) (Applicable Air Force-wide)		
1	Rule 13. Added in Column B description "records dated prior 1989." Reason is that child advocacy (abuse) records are now combined with spouse abuse records to form the Air Force Family Advocacy Program. As such, we need to cutoff these child advocacy records from being sent to NPRC(CPR), but keep the rule for possible future retrieval of these records.	NC1-AFU-78-34	
2	Rule 14. Changed Column A description child/spouse abuse records to family advocacy to accommodate added Rules 14.1 and 14.2, and Column B description now includes Column A information. Changed location of records; HQ AFOMS/SGPS uses these child/spouse abuse incident reports for statistical reports and trend analysis, and Major Commands (MAJCOMs) use them for staff assistance visits.	NC1-AFU-78-34	
3	Rule 14.1. Added, to retire child/spouse abuse incident reports at Family Advocacy Offices. This report becomes a permanent part of the individual's		

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>(military sponsor) Family Advocacy Record; and NPRC(MPR) retains it for 50 years after date of latest record, per Note 1. These records belong at NPRC(MPR) since the individual involved is actually the military sponsor of the child/spouse being abused. Retiring these records 2 years after year of last treatment is same as for Rule 13 child advocacy records.</p> <p>4 Rule 14.2. Added, to dispose of child and spouse abuse report, which is a statistical summary of all data extracted from the abuse incident reports submitted by the medical treatment facilities over a six month period. We need these reports for 10 years since Air Force uses them to analyze the scope of child/spouse abuse, types of maltreatment, and information about victims and offenders; support budget requirements for child and spouse abuse program funding; develop changes in policy for child and spouse abuse; and support the replies to public, congressional, and other governmental inquiries.</p> <p>5 Note 1. Revised first sentence to add family advocacy records, so as to assure that they are destroyed with other medical records of military personnel after 50 years. Second sentence will remain as is for now, destroying child advocacy records for nonmilitary patients 25 years after date of latest record. Reason is that DOD is preparing to submit an SF115 to NARA for all military services to dispose of dependent (DOD Nonmilitary) health records after 50 years, which would include child advocacy records.</p>		

TABLE 168-5

HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
13	child advocacy	*records dated prior 1989	in mental health clinics	retire to NPRC(CPR) 2 years after year of last treatment (notes 1 and 5).
14	*family advocacy	*Child/Spouse Abuse Incident Report (DD Form 2486)	*at HQ AFOMS/SGPS and MAJCOMs	destroy after 5 years.
14.1 *			at Family Advocacy Offices	retire to NPRC(MPR) 2 years after year of last treatment (notes 1 and 5).
14.2 *		Child and Spouse Abuse Report (DD Form 2404)	at HQ AFOMS/SGPS	destroy after 10 years.
<p>NOTES: 1. *Outpatient, psychiatric treatment, and family advocacy records for military personnel are destroyed 50 years after date of latest record. Outpatient, psychiatric treatment, and child advocacy records for nonmilitary patients are destroyed 25 years after date of latest record. (Remainder of Note remains the same).</p>				