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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instruction on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001 | | JOB NUMBER <i>71-AR-03-1</i> | DATE RECEIVED <i>11/12/02</i> |
| 1. FROM (Agency or establishment) U.S. ARMY | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION U.S. TOTAL ARMY PERSONNEL COMMAND | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 PROGRAM DIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER MRS. VERMELL M. MATHIS | 5. TELEPHONE (703) 806-4264 | DATE <i>4-3-03</i> | ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> |
| 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> pages(s) are not now needed for the business of the agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provision of Title 8 of the GAO Manual for Guidance of Federal Agencies, | | | |
| <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE <i>300802</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> HOWARD N. GREENHALGH | TITLE DIRECTOR, RECORDS MANAGEMENT DIVISION | |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| | ARMY CENTRAL REGISTRY (ACR), CHILD/SPOUSE ABUSE REPORTING SYSTEM (CSARS) BACKGROUND: The Army Central Registry (ACR) maintains the Child/Spouse Abuse Reporting System (CSARS) which contains information on the identification, reporting, investigation, and treatment of spouse and child abuse involving substantiated cases by the facility Family Advocacy Program's Case Review Committee. The prescribing directive for the program is AR 608-18, The Army Family Advocacy Program, which establishes the policy to prevent spouse and child abuse, protect those who are victims of abuse, treat those affected by abuse, and ensure personnel are professionally trained to intervene in abuse cases. Information collected, processed, and stored is received from DD Form 2486, Child/Spouse Abuse incident Report Form, 000101 DRAFT; and various Family Advocacy Program (FAP) and Case Review Committee (CRC) sources. Ninety-eight per cent of these record sources are electronically transmitted by the reporting facilities via CSARS user software application, and the remaining by diskettes and faxed documents. The CSARS contains data such as case numbers; names; social security numbers (SSNs); type/severity of maltreatment; and information pertaining to the sponsor; victim; and alleged offender. | | |
| | <i>cc Agency</i> | | |

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| 1 | <p>BACKGROUND: (CONT) The information is retained online in the system server as data records for 25 years after the case closes, at which time the system will delete names and SSNs. The remaining information will be retained permanently and used to compile statistics on case loads, trends, and interpretive studies for management purposes. The Information Technology Business Center located offsite in building 2840 at Ft. Sam Houston, will backup the system on daily increments. The hardware database is Dell 6350, 2 CPU, 1GB. The system will produce output reports that will be provided to requestors worldwide in electronic or paper form. The disposition instructions apply to records in all media and format.</p> <p>Source of data for the automated information system: Information used to populate the CSARS is gathered from DD Form 2486-R, Child/Spouse Abuse Incident Report Form, 000101, DRAFT; and FAP and CRC sources. Information is received electronically, by diskette, or by facsimile. Note: Use file number 25-1kkk for input/source records, 25-1lll for system administrative reports, 25-1mmm for system documentation and specifications, and 25-1nnn for backups.</p> <p>DoD maintains a permanent database of the CSARS that is part of the Defense Manpower Data Center (DMDC) Database in the custody of DLA/DMDC. The permanent retention is approved under DoD FN 284.40L(4)b signed by NARA on 6 Jun 01. <i>(N1-361-98-1)</i></p> <p>FN: 608-18b Title: Army Central Registry (ACR), Child/Spouse Abuse Reporting System (CSARS) Master File Authority: TBD Privacy Act: A0608-18DASG Description: Information collected, processed, and stored that pertains to child and spouse abuse received from various Family Advocacy Program (FAP) and Case Review Committee sources (CRC). Information obtained from the Child/Spouse Abuse Incident Report and information related to the reporting, investigation, and processing of the case. Note: After the twenty-fifth year of case closure, the system will identify and erase the names and social security numbers (SSNs) from individual records. The remaining information is used to compile statistics on case loads; trends; and interpretive studies, and will be maintained by the ACR for continuous management purposes and research. Disposition: Code TE25: Event is after case is closed. Keep until event occurs and then until no longer needed for conducting business, then delete names and SSNs from individual records 25 years after the event. Retain remaining information until no longer needed for statistical analyses. <i>Delete remaining information 25 years after the event or when no longer needed for statistical analyses, whichever is later. [Amended by R. Wire per V. Mathis, 1-14-2003]</i></p> | | |

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| 2 | <p>FN: 608-18c Title: Army Central Registry (ACR), Child/Spouse Abuse Reporting System (CSARS) Outputs and Reports Authority: TBD Privacy Act: A0608-18DASG Description: CSARS adhoc reports, quarterly and semi-annual ACR reports, metric reports, background screening reports, and system administration logs. Included are statistical compilations on case loads and trends, and related interpretive studies. Reports support Army departments and agencies in their official duties relating to medical care, health research, legal representation, litigation matters, counseling, and treatment; and respond to worldwide reporters and inquiries. Reports are produced in electronic (CSARS user software applications and diskettes) and paper form. Disposition: Code K6: Keep until no longer needed for conducting business, but not longer than 6 years, then delete or destroy.</p> | | |