

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instruction on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER 721-A2-05-1	DATE RECEIVED 11-17-2004
1. FROM (Agency or establishment) U.S. ARMY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. ARMY HUMAN RESOURCES 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 U.S. ARMY RECORDS MANAGEMENT & DECLASSIFICATION AGENCY			
4. NAME OF PERSON WITH WHOM TO CONFER MRS. VERMELL M. MATHIS	5. TELEPHONE (703) 428-6418	DATE 4/2/04	ARCHIVIST OF THE UNITED STATES Allen Weinstein
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 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 11/04/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>John A. Sharets-Sullivan</i> JOHN A. SHARETS-SULLIVAN	TITLE CHIEF, 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>BACKGROUND: The new recordkeeping requirements include records created by prevention components that are under the direction of the Family Advocacy Program. The prevention components are designed to create community and command awareness of abuse, provide information of existing services, and provide specific educational needs. An important part of prevention is that it provides services to families on the installation and in the surrounding civilian communities who have special needs and stresses. The prescribing directive is Army Regulation 608-18, The Army Family Advocacy Program, in part outlines the recordkeeping requirements for prevention activities performed by prevention components. The proponent is the Assistant Chief of Staff for Installation Management. Record numbers (RNs) 1-1g1; 1-1p1; 11-2a1; 608-18a1,2; and 608-18b,c may be used for records on programs, plans, and spouse/child abuse case files. The disposition instructions apply to records in all media and format.</p> <p>RN: 608-18d Title: Family Advocacy Component Prevention Authority: TBD Privacy Act: A0608b CFSC and/or A0608-18 DASG Description: Records created in operating and managing prevention activities and components (primary, secondary) to promote healthy individual, couple, and family functioning to include stress and anger management classes, new *</p> <p>(CONTINUED ON NEXT PAGE)</p> <p><i>cc Agency AR DWMW</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2	<p>parent support, couples-communication groups, marital enrichment, home visiting, parent education, and family wellness. Records may include screening forms, referrals, and documents related to clinic and hospital visits, classes, and respite and group support that are accumulated as a result of primary prevention services. Records may include family background and demographic information, screening forms, family service plans, progress notes, and similar information accumulated as a result of secondary prevention services. Files on families at "high risk" for child or spouse abuse may include information pertaining to assessments, evaluation, intervention, and long-term plans.</p> <p>Disposition: Code KE3: Event is when family leaves the program due to permanent change in station (PCS) or expiration term of service (ETS). Keep in CFA until event occurs, then destroy 3 years after event. NOTE: If records involve subject of a child/spouse abuse investigation, the case records will be transferred to RN 608-18a1 or 608-18a2 as applicable.</p> <p>The electronic version of all records on this schedule that are created by electronic mail or word processing applications will be deleted when the recordkeeping copy is generated or when no longer needed for reference or updating, whichever is later.</p>		