

Request for Record Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To **National Archives and Records Administration (NIR)
Washington, DC 20408**

Job Number
N1-A4-09-28

1 From (Agency or establishment)
Department of the Army

Date Received
3/20/09

2 Major Subdivision
Office of the Administrative Assistant to the Secretary of the Army

Notification to Agency
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 and Declassification Agency

4 Name of Person with whom to confer
Shirley Kinson-Jones

5 Telephone (include area code)
703-428-6411

Date
4/2/2009

Archivist of the United States
F. Lynn R. Cummings
Acting Chief

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 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

is not required is attached has been requested

Signature of Agency Representative
Dominic A. Baldini

Title
Dominic Baldini, Chief, Records Management Division

Date (mm/dd/yyyy)
03/17/2009

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	<p align="center">THE ARMY FAMILY ADVOCACY PROGRAM AR 608-18</p> <p>Background The current means of keeping records for "did not meet criteria" child and spouse cases are held under RN 608-18a2 for both children and adult. The licensing boards for some states require that children's records be kept 18 years, plus 5 (up to 23 years) and adult record be kept 5 years. DoD has stated that this is an internal Army issue and the Service may determine the record keeping standard.</p> <p>The proposed disposition instruction for the following record numbers applies to records in all media and formats:</p> <p>RN 608-18a2 Title Family Advocacy Case Records, Adults (Did Not Meet Criteria) Authority N1-330-01-2 PA: A0608-18DASG</p> <p>Description: Documents relating to Family Advocacy (FAP) cases that "did not meet criteria" for adult abuse or neglect under the provisions of the FAP. Included are records of referral, intake documents, information papers, victim preference statements, risk assessments, social histories, psychosocial assessments, assessment tools, statements, case management notes, medical reports, investigative reports, community collaborative efforts, treatment and safety planning, Case Review Committee (CRC) minutes and recommendations, email, and other related documents.</p> <p>Disposition: KE5. Event is after the end of the calendar year in which the case is closed. Keep in CFA until event occurs, then destroy 5 years after the event. Note: During the period of retention, if there is a new report on the same family within days or weeks, the record may be used to provide demographic and assessment information about the family so that the family need not be totally reassessed.</p>	<p>N1-330-01-2, Item 21b</p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

Job Number

Page

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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>Materials prepared using electronic media (e.g., word processing applications or e-mail) are to be printed and included in the official jackets. The electronic version is to be deleted when file copy is generated or when no longer needed for reference or updating.</p> <p>RN: 608-18a3 Title: Family Advocacy Case Record, Child (Did Not Meet Criteria) Authority: TBD PA: TBD</p> <p>Description: Documents relating to Family Advocacy Program (FAP) cases that "did not meet criteria" for child abuse or neglect under the provisions of the FAP. Included are records of referral, intake documents, information papers, victim preference statements, risk assessments, social histories, psychosocial assessments, assessment tools, statements, case management notes, medical reports, investigative reports, community collaborative efforts, treatment and safety planning, Case Review Committee (CRC) minutes and recommendations, email, and other related documents.</p> <p>Disposition: TE25. Event is 3 years after the end of the calendar year in which the CRC closed the case. Keep in CFA until event occurs and then cut off and transfer to NPRC Annex, 1411 Boulder Drive, Rock City Industrial Center, Valmeyer, IL 62295. Destroy as a family group 25 years after the event. Note: During the period of retention, if there is a new report on the same family within days or weeks, the record may be used to provide demographic and assessment information about the family so that the family need not be totally reassessed. Materials prepared using electronic media (e.g., word processing applications or e-mail) are to be printed and included in the official jackets. The electronic version is to be deleted when file copy is generated or when no longer needed for reference or updating.</p>	<p>NI-330-01-2, Item 21b</p>	