

# Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

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

1 From (Agency or establishment)  
**Department of the Army**

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

3 Minor Subdivision  
**Records Management and Declassification Agency**

4 Name of Person with whom to confer  
**Brenda Fletcher**

5 Telephone (include area code)  
**703-428-6298**

Job Number  
**NI-AU-10-1**

Date Received  
**10/8/09**

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date  
*[Signature]* Archivist of the United States

**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 2 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: *[Signature]* Title: **Richard A. Wojewoda, Chief, Records Mgmt Division** Date (mm/dd/yyyy): **10/02/2009**

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p align="center"><b>608 - Personal Affairs</b></p> <p>Background. Information systems created and used to administer matters of personal concern to the soldiers, their dependents, and the community, such as, social security, citizenship, and personal property, operation of community service centers at Army installations, the volunteer corps, the family advocacy program, concerning prevention, identification, reporting, investigation, and treatment of spouse and child abuse, crisis intervention; relocation assistance to members and their families, administration of the mortgage insurance program, special needs programs designed to meet the needs of students with disabilities, agency consumer programs, and, the Army voting assistance program</p> <p>These systems are used by case managers who coordinate community support, housing, medical, educational, and personnel services for families with special needs</p> <p><del>RN 608e</del>                      Title Personal Affairs Information Management System Master File Authority TBD                      PA: TBD - systems contain privacy data</p> <p>Description. Army community service accreditation checklist, positions and duties of volunteer personnel, rosters of active volunteers that include, name, telephone numbers, volunteer positions, and identification of minors, volunteer service records on individuals in both appropriated fund and non-appropriated fund organizations consisting of recruiting, screening, training, referring and recognizing volunteers, compensation for work-related injuries, claims for damages or loss, and reimbursement of incidental expenses, service provider's information and address, telephone number, name of agency or organization administrator, intake point of contact, work hours and days, and <del>lists of organizations accepting voluntary services.</del></p> <p align="center"><i>- See Attached -</i></p>		<p><i>- Amended per Shirley Jones request. 8/24/10</i>  <i>[Signature]</i></p>

RN. 608e

Title: Exceptional Family Member Program (EFMP) Database

Authority: TBD

Privacy Act: TBD – System contains privacy data

Description. The EFMP database is a web-based tool designed to track information on individual enrolled in the exceptional family member program. Data elements include patient name, sponsor name, family member prefix, SSN, phone numbers, screenings, diagnosis, prognosis, treatment plans, and doctor's identification information.

Disposition. KE5. Event is end of year in which treatment is completed, participation in the program is terminated, or the case is closed. Keep until event occurs, then delete 5 years after the event.

Note. Use record number 25-1kkk for source inputs records; RN 25-1lll for automated system administrative outputs and reports; RN 25-1mmm for automated system documentation and specification files; and RN 1nnn for backup files.