

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)

Department of the Army

2 MAJOR SUBDIVISION

The Adjutant General Center

3 MINOR SUBDIVISION

Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

Jean Carson

5 TEL EXT

325-6044

LEAVE BLANK	
JOB NO <b>NCI-AU-83-18</b>	
DATE RECEIVED <b>4/7/83</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>4-25-83</b> Date	<i>[Signature]</i> Archivist of the United States

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention

C DATE 22 Mar 83	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E TITLE JOHN HENRY HATCHER, PhD Acting Chief, Records Management Div
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>File No. 917-10 - Family advocacy case management team files.</u> Documents relating to established or suspected cases of child maltreatment and to cases of spouse maltreatment under the provisions of the Army Family Advocacy Program (AFAP). Included are DA Form 4461-R, Family Advocacy Case Management Team (FACMT) Incident Report; Standard Form 600, Chronological Record of Medical Care; social work assessment; case management summary; record of referral; extract of pertinent information from the military police report, CID report and other pertinent investigative reports and supportive data; evaluation of case; record of services and counseling provided; treatment data; and related documents.</p> <p>PROPOSED DISPOSITION:</p> <p>a. Central Registry: 1) Destroy when involved minor child is age 23. 2) In case of spouse abuse, destroy 5 years after the case is closed.</p> <p>b. Other offices: Destroy 5 years after the case is closed.</p> <p>c. Unfounded cases: Destroy upon case determination of unfounded.</p> <p><i>Mass Data Change sheet not required</i></p> <p style="text-align: center;">(continued)</p>		4

115-107

**#83-17**  
Copy to agency, 4-29-83; 88.

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>The new Army Family Advocacy Program expands procedures for maintenance of child protection case management files to include cases of spouse maltreatment. The preceding coverage is to complement records keeping requirements of the new program.</p> <p>The Central Registry is maintained by the US Army Patient Administration Systems and Biostatistics Activity, Ft Sam Houston, TX. Functions of the Central Registry are to --</p> <p>a. Receive and enter into the registry all reported child/spouse maltreatment cases (DA Form 4461-R); maintain this information; and compile statistical data on caseloads, and trends, for management purposes.</p> <p>b. Maintain reports of child/spouse maltreatment so as to respond to installation family advocacy case management team inquiries regarding prior incidents of maltreatment.</p> <p>Dependent children are eligible for care in Army Medical Treatment Facilities until the age of 23. The proposed retention of records held by the Central Registry is based on this entitlement and the need to respond to inquiries regarding prior incidents of maltreatment.</p> <p><b>Note: Statistical compilations on case loads and trends and related interpretative studies will be permanently maintained by offices with Army-wide responsibility under FNs 701-01A or 901-01A.</b></p>		

**APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST**

JOB NUMBER  
**NCL-AU-83-18**

**SECTION I - ACTION TAKEN**

1 **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government

GENERAL ACCOUNTING OFFICE CONCURRENCE  IS NOT NECESSARY  IS NECESSARY AND HAS BEEN OBTAINED

2 **APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule

3. **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation

4. **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency

**SECTION II - RECOMMENDATION/CONCURRENCES**

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>Gene Neal</i>	4-11-83
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Mader</i>	4/11/83
CONCURRENCES	NNM	<i>Sam Rye</i>	4/25/83

**SECTION III - APPRAISER'S COMMENTS**

Records proposed for disposal consist of files relating to individual instances of child and/or spouse abuse by Army personnel. These records do not warrant retention, especially since records relating to overall programs in this area will be preserved permanently under other file numbers.