

Request for Records Disposition Authority

Records Schedule Number: **DAA-0428-2012-0004**
 Schedule Status: **Approved**

Agency or Establishment: **Department of the Navy**
 Record Group / Scheduling Group: **General Records of the Department of the Navy, 1947-**
 Records Schedule applies to: **Agency-wide**
 Schedule Subject: **Family Support Programs Records**
 Internal agency concurrences will be provided: **Yes**

Background Information: **The proposed series addresses the Family Support Programs agency wide instead of repeating the same information throughout each individual program. Where there were instances of facets of programs that were unique or required a different disposition, they were addressed as individual records sub-series within the overall series.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	0	11	0

GAO Approval

Outline of Records Schedule Items for DAA-0428-2012-0004

Sequence Number	
1	Family Support Programs
1 1	a Policy and Guidance Documents Disposition Authority Number DAA-0428-2012-0004-0001
1 2	b General Administrative Information and Correspondence Disposition Authority Number DAA-0428-2012-0004-0002
1 3	c Funding (Budget) Plans Disposition Authority Number DAA-0428-2012-0004-0003
1 4	d Volunteer Program Files Disposition Authority Number DAA-0428-2012-0004-0004
1 5	e Voluntary Clinical Counseling Records
1 5 1	(1) Paper Records Disposition Authority Number DAA-0428-2012-0004-0005
1 5 2	(2) Master Database Records Disposition Authority Number. DAA-0428-2012-0004-0006
1 6	f Personnel Accountability and Locator Records Disposition Authority Number DAA-0428-2012-0004-0007
1 7	g Assessment Records Disposition Authority Number DAA-0428-2012-0004-0008
1 8	h Exceptional Family Member Records Disposition Authority Number DAA-0428-2012-0004-0009
1 9	i Child and Youth Program Records Disposition Authority Number DAA-0428-2012-0004-0010
1 10	j Transitioning Service Member Programs Records Disposition Authority Number DAA-0428-2012-0004-0011

Records Schedule Items

Sequence Number					
1	<p>Family Support Programs Includes records pertaining to the administration of various appropriated/non-appropriated DON Family Support Programs not specifically named elsewhere in this series</p>				
1 1	<p>a Policy and Guidance Documents</p> <p>Disposition Authority Number DAA-0428-2012-0004-0001</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>SECNAV M-5210 1, SSIC 1754 1a</td> <td>Department of the Navy Records Management Program, Records Management Manual</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation new</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when superseded, rescinded, or cancelled</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	SECNAV M-5210 1, SSIC 1754 1a	Department of the Navy Records Management Program, Records Management Manual
Manual Citation	Manual Title				
SECNAV M-5210 1, SSIC 1754 1a	Department of the Navy Records Management Program, Records Management Manual				
1 2	<p>b General Administrative Information and Correspondence</p> <p>Disposition Authority Number DAA-0428-2012-0004-0002</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in</p>				

electronic format(s) other than e-mail and word processing?

Manual Citation	Manual Title
SECNAV M-5210 1, SSIC 1754 1b	Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation **new**

Disposition Instruction

Cutoff Instruction **Cutoff at end of CY**

Retention Period **Destroy 2 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

c Funding (Budget) Plans

Disposition Authority Number **DAA-0428-2012-0004-0003**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
SECNAV M-5210 1, SSIC 1754 1c	Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation **new**

Disposition Instruction

Cutoff Instruction **Cutoff at end of FY**

Retention Period **Destroy 1 year after the close of the FY covered by the budget.**

Additional Information

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1 4

GAO Approval Not Required

d Volunteer Program Files

Disposition Authority Number DAA-0428-2012-0004-0004

Contains personal data pertaining to volunteers, including information such as educational and professional qualifications and skills and placement information

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
SECNAV M-5210 1, SSIC 1754.1d	Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation new

Disposition Instruction

Cutoff Instruction Cutoff when the individual leaves the program

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1 5

e Voluntary Clinical Counseling Records.

Contains client records and case folders including assessments and clinical contact notes, treatment plans and summaries, administrative notes, and any supporting data assembled relevant to the counseling provided

1 5 1

(1) Paper Records

Disposition Authority Number DAA-0428-2012-0004-0005

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation **This subset refers only to paper records in this series**
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
SECNAV M05210 1, SSIC 1754 1e(1)	Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation **new**

Disposition Instruction

Cutoff Instruction **Cutoff upon case closure**

Retention Period **Destroy 2 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

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(2) Master Database Records.

Disposition Authority Number **DAA-0428-2012-0004-0006**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **This subset of the series contains only electronic records**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
SECNAV M-5210 1, SSIC 1754 1e(2)	Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation **new**

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Disposition Instruction

Cutoff Instruction Cutoff upon case closure

Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

f Personnel Accountability and Locator Records

Disposition Authority Number DAA-0428-2012-0004-0007

Includes information containing work related and personal data necessary to prepare organizational locator, recall and social rosters for official and non-official functions, facility evacuations and other threat situations operational and emergency needs

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
SECNAV M-5210 1, SSIC 1547 1f	Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation new

Disposition Instruction

Retention Period Destroy when no longer needed or after 2 years, whichever is later

Additional Information

GAO Approval Not Required

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g Assessment Records

Disposition Authority Number DAA-0428-2012-0004-0008

Contains personal information pertaining to individuals and family members for emergency or family support. Additional data may include Federal Emergency Management Agency (FEMA) number, if issued

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
SECNAV M-5210 1, SSIC 1754 1g	Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation new

Disposition Instruction

Cutoff Instruction Cutoff when individual(s) leave program

Retention Period Destroy 2 year(s) after cutoff

Additional Information

GAO Approval Not Required

h Exceptional Family Member Records

Disposition Authority Number DAA-0428-2012-0004-0009

Contains case files of individuals receiving services and includes information such as documentation of family member's special medical and or educational needs, individualized treatment plans, case notes, and other documentation relating to services provided

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

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Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
SECNAV M-5210 1, SSIC 1754 1h	Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation **new**

Disposition Instruction

Cutoff Instruction **Cutoff when the individual leaves the program**

Retention Period **Destroy 2 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

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I Child and Youth Program Records

Disposition Authority Number **DAA-0428-2012-0004-0010**

Includes client information and case folders containing assessments and background information, developmental profiles and any supporting data assembled relevant to services provided.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
SECNAV M-5210 1, SSIC 1754.1i	Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation **new**

1 10

Disposition Instruction

Cutoff Instruction Cutoff when individual leave program

Retention Period Destroy 2 year(s) after cutoff

Additional Information

GAO Approval Not Required

J Transitioning Service Member Programs Records

Disposition Authority Number DAA-0428-2012-0004-0011

Includes assistance files containing copies of military record, job preferences, and documents supporting services provided

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
SECNAV M-5210 1, SSIC 1754 1j	Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation new

Disposition Instruction

Cutoff Instruction Cutoff upon service person's separation

Retention Period Destroy 1 year(s) after cutoff

Additional Information

GAO Approval Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
05/15/2012	Certify	Charley Barth	Director of Records	Chief of Naval Operations (CNO) - Director Navy Staff (DNS)
08/01/2013	Submit for Concurrency	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
08/06/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/07/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/07/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist