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|---|---|---|---|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i>  |   | <b>LEAVE BLANK (NARA use only)</b>  |   |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408  |   | JOB NUMBER<br><b>NI-NU-92-2</b>   | DATE RECEIVED<br><b>2-6-92</b>                          |
| 1. FROM (Agency or establishment)<br>DEPARTMENT OF THE NAVY   |   | NOTIFICATION TO AGENCY  |   |
| 2. MAJOR SUBDIVISION<br>NAVAL COMPUTER AND TELECOMMUNICATIONS 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br>BUREAU OF MEDICINE AND SURGERY  |   |   |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>MILLIE STEWART   | 5. TELEPHONE<br>202-433-4217  | DATE <i>for</i><br><b>5/28/92</b>   | ARCHIVIST OF THE UNITED STATES<br><i>James W. Moore</i> |
| <p>6. AGENCY CERTIFICATION</p> <p>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 <u>2</u> 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,</p> <p><input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.</p> |   |   |   |
| DATE<br><b>2-04-92</b>  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>L. J. Boor</i><br>CDR L. J. BOOR | TITLE<br>HEAD, DIRECTIVES, POSTAL AND RECORDS MANAGEMENT DEPARTMENT   |   |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION   | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|---|----------------------------------|
|             | <p style="text-align: center;">SSIC 6320.3</p> <p>3. FAMILY ADVOCACY CASE FILES. Case files, copies of medical records, investigative reports, committee findings, correspondence, and related supportive records documenting abuse, neglect, or maltreatment of family members.</p> <p style="margin-left: 40px;">a. Central Registry Records at Naval Medical Data Services Center, Bethesda and Headquarters Marine Corps.</p> <p style="margin-left: 40px;">Cut off annually. Maintain copies for 3 years, then destroy.</p> <p style="margin-left: 40px;">b. Family Advocacy Case Records (secondary medical records) at BUMED Activities and Installation Family Service Centers.</p> <p style="margin-left: 40px;">Retain closed cases at the Activity for 4 years following closure. Retire all ORIGINAL case records to the <del>NATIONAL Naval</del> Personnel Records Center (NPRC) in St. Louis as an outpatient record</p> <p><i>by</i> <del>NATIONAL Naval</del> <i>Copies sent to agency, NCF 7/14/92</i></p> | <p style="text-align: center;"><i>NI-NU-81-2-60</i></p> <p style="text-align: center;"><i>NI-NU-81-2-61</i></p> |                                  |

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION

JOB NUMBER

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| 7        | <p>SSIC 6320.3</p> <p>4 years following closure of record if there has been no further case activity. Maintain records at NPRC for <del>75</del><sup>50</sup> years.</p> |                                   |                                  |