

Request for Records Disposition Authority

Records Schedule Number: DAA-0330-2013-0006
Schedule Status: Approved
Agency or Establishment: Office of the Secretary of Defense
Record Group / Scheduling Group: Records of the Office of the Secretary of Defense
Records Schedule applies to: Department-wide
Schedule Subject: Department of Defense Suicide Event Report (DoDSER) System
Internal agency concurrences will be provided: No

Background Information: The DoD Suicide Event Report (DoDSER) standardizes suicide surveillance efforts across the Services (Air Force, Army, Marine Corps, and Navy) to support the DoD's suicide prevention mission. The DoDSER program is a collaborative effort among the DoD's Suicide Prevention and Risk Reduction Committee (SPARRC), the Services' DoDSER Program Managers, and the National Center for Telehealth and Technology (T2).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0330-2013-0006

Sequence Number	
1	Department of Defense Suicide Event Report (DoDSER) System Master File Disposition Authority Number: DAA-0330-2013-0006-0001
2	Department of Defense Suicide Event Report (DoDSER) System Annual Reports Disposition Authority Number: DAA-0330-2013-0006-0002

Records Schedule Items

Sequence Number	
1	<p>Department of Defense Suicide Event Report (DoDSER) System Master File</p> <p>Disposition Authority Number DAA-0330-2013-0006-0001</p> <p>Master file for DODSER includes but are not limited to type of suicide event (non-fatal suicide events), event details, location of event, residence at time of event, circumstance of death, psychological, social history, behavioral, economic, education/training history, name, Social Security Number (SSN), date of birth, gender, race/ethnic group, marital status, rank/pay grade, military service, military status, job title, service duty specialty code, duty environment/status, Unit Identification Code (UIC), permanent duty station, the major command of the permanent duty station, temporary duty station (if applicable), residence address, deployment history, use of military helping services, information regarding the individual's past military experience, medical history, medical facility, unit or military treatment facility where suicide was attempted, behavioral health provider information and form completer information.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually upon separation or retirement of service member.</p> <p>Transfer to Inactive Storage Transfer to inactive storage when 25 years old.</p> <p>Retention Period Destroy when 75 yrs old.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Department of Defense Suicide Event Report (DoDSER) System Annual Reports</p> <p>Disposition Authority Number DAA-0330-2013-0006-0002</p>

The annual reports of the Department of Defense (DoD) Suicide Event Report (DoDSER) program summarize yearly fatal and nonfatal suicide events reported and submitted by the Services. They are prepared through collaboration by the National Center for Telehealth & Technology (T2) and the Services' suicide prevention program offices. The reports consists of aggregated DoDSER data for the overall DoD and individually for the Air Force, Army, Marine Corps, and Navy. The annual reports include, but are not limited to, the number of Service Members who died by suicide in a given year, the number of suicide attempts, demographic data and other individual characteristics, comparisons with trends of the general US population, and dispositional, personal, contextual, clinical health, historical, developmental, and deployment factors involved in suicides and suicide attempts. These reports provide summary statistics for each year along with detailed tables presented for DoDSER items. NOTE: Personally identifiable information is always redacted from the annual reports.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Records are in electronic format only (PDF).

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? No

Disposition Instruction

Cutoff Instruction Cutoff annually after report is published

Transfer to the National Archives for Accessioning Transfer to the National Archives 3 year(s) after cutoff

Additional Information

First year of records accumulation 2008

What will be the date span of the initial transfer of records to the National Archives? From 2008 To 2011

How frequently will your agency transfer these records to the National Archives? Every 3 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	20 MB	5 MB

Paper		
Microform		
Hardcopy or Analog Special Media		

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
01/29/2013	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
03/08/2013	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
09/05/2013	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/03/2014	Submit for Concurrence	Mark Ferguson	Appraiser	National Archives and Records Administration - Records Management Services
04/08/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/14/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist