

Request for Records Disposition Authority

Records Schedule Number **DAA-0330-2015-0006**

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 **Major Subdivision**

Major Subdivision **Office of the Under Secretary of Defense (Personnel and Readiness (OUSD (P&R)),**

Minor Subdivision **Defense Human Resources Activity, Sexual Assault Prevention and Response Office (SAPRO)**

Schedule Subject **Sexual Assault Prevention and Response Records**

Internal agency concurrences will be provided **No**

Background Information

The Office of the Under Secretary of Defense (Personnel and Readiness (OUSD (P&R)), Defense Human Resources Activity, Sexual Assault Prevention and Response Office (SAPRO) is the program office for sexual assault prevention and response (SAPR) for the Department of Defense (DoD). SAPRO has oversight of the Defense Sexual Assault Incident Database (DSAID) and the associated System of Records Notice DHRA 06, DSAID (July 8, 2014, 79 FR 38524). The "Victim Reporting Preference Statement" form is maintained in both paper and electronic form. The "DoD Sexual Assault Forensic Examination Report" form is also maintained in both paper and electronic form; this form is associated with the System of Records Notices A0195-2b USACIDC (August 16, 2011, 76 FR 50721), N05520-4 (October 13, 2009, 74 FR 52468), and F071 AF OSI D (August 28, 2006, 71 FR 50894). The "Victim Reporting Preference Statement" forms associated with Unrestricted Reports are maintained in DSAID (DAA-0330-2013-0005) and related reports are scheduled in N1-330-08-07, Item 2.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 2 | 0 | 2 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0330-2015-0006

| Sequence Number | |
|-----------------|---|
| 1 | Sexual Assault Victim Reporting Preference Statement Disposition Authority Number: DAA-0330-2015-0006-0001 |
| 2 | DoD Sexual Assault Forensic Examination Report Disposition Authority Number: DAA-0330-2015-0006-0002 |

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p>Sexual Assault Victim Reporting Preference Statement</p> <p>Disposition Authority Number DAA-0330-2015-0006-0001</p> <p>Information collected and processed concerning reports of sexual assault involving a member of the Armed Forces or adult military dependents identified in the "Victim Reporting Preference Statement" form. Reporting statements collect information on the victim, including full name, Social Security Number, and DoD Identification Number, as well as the name of the signing Sexual Assault Response Coordinator or SAPR Victim Advocate. These reports may be Restricted or Unrestricted. The form includes information regarding the Restricted and Unrestricted reporting options, including exceptions to Restricted reporting, and information regarding victim services.</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> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff cases annually at the end of the fiscal year</p> <p>Retention Period Delete/destroy 50 years after cutoff. Paper records can be transferred to a Federal Records Center, 5 years after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |
| 2 | <p>DoD Sexual Assault Forensic Examination Report</p> <p>Disposition Authority Number DAA-0330-2015-0006-0002</p> <p>Information collected and processed concerning a sexual assault forensic examination (SAFE) performed on a victim in the "DoD Sexual Assault Forensic Examination Report" form. SAFE reports collect information on the victim, including full name, contact information, age, pertinent medical history, assault history, and reporting preference; the nature of the incident (e.g. incident date and location, type of assault); and the result of the examination and other forensic and medical tests performed. The form also includes the name, agency, and contact information of personnel involved in collecting and receiving evidence, taking information</p> |

required by the form, and receiving the report from the victim. These reports may be marked as Restricted or Unrestricted.

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

Disposition Instruction

Cutoff Instruction Cutoff cases annually at the end of the fiscal year

Retention Period Delete/destroy 50 years after cutoff. Paper records can be transferred to a Federal Records Center 5 years 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 |
|------------|------------------------|------------------|---|--|
| 02/23/2015 | Certify | Luz Ortiz | OSD Records Manager | Department of Defense - Office of the Secretary of Defense |
| 08/10/2015 | Submit for Concurrence | Sebastian Welch | Appraiser | National Archives and Records Administration - Records Management Services |
| 08/10/2015 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 08/11/2015 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 08/12/2015 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |