

Request for Records Disposition Authority

Records Schedule Number DAA-0330-2016-0003

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 THE UNDER SECRETARY FOR PERSONNEL AND READINESS
(USD P&R)

Minor Subdivision DEFENSE HUMAN RESOURCES ACTIVITY (DHRA), DOD SEXUAL
ASSAULT PREVENTION AND RESPONSE OFFICE (SAPRO)

Schedule Subject Safe Helpline Reportal Administrative Database

Internal agency concurrences will be provided No

Background Information

The Defense Human Resources Activity (DHRA) is a Department of Defense (DoD) Field Activity under the Under Secretary of Defense for Personnel and Readiness (USD (P&R)). It supports policy development, develops products and services that promote and sustain a high performing workforce, performs research and analysis, supports readiness and departmental reengineering efforts, manages personnel data repositories, prepares future civilian leaders through developmental programs, supports recruiting and retention, and delivers both benefits and critical services to warfighters and their families. DHRA administers sexual assault prevention policies and programs, assists in establishing and administering language capabilities policies, and oversees central management of commercial travel.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0330-2016-0003

Sequence Number	
1	Safe Helpline Reportal Database
1.1	Safe Helpline Reportal Database Master File Disposition Authority Number: DAA-0330-2016-0003-0001

Records Schedule Items

Sequence Number					
1	<p>Safe Helpline Reportal Database The purpose of the DoD Safe Helpline is to provide the Department of Defense with the only anonymous, secure service with live one-on-one confidential assistance and referral services on a 24/7/365 worldwide basis. The Helpline serves to enhance victim care and increase victim reporting, as sexual assault under reporting poses a serious challenge to military readiness with potential costs and consequences of sexual assault being extremely high. crisis The Rape, Abuse & Incest National Network (RAINN) operates the SHL under contract to the DoD. SHL system supports policy development, statistical analysis, provides usage and is used to answer congressional inquiries into the DoD Sexual Assault Prevention Program. This information will be captured in the case files used to develop new DoD Wide policies and procedures for the DoD Sexual Assault Prevention Program. SYSTEM INTERFACES: N/A PRIMARY INPUTS: Inputs includes but are not limited to first and last name, e-mail address, and user name of individuals requiring access, as well as usage data and statistics on SHL services. OUTPUTS: Outputs include but are not limited to monthly, quarterly and annual reports, including responses to congressional inquiries. (AI-15 FN 102-18.1)</p>				
1.1	<p>Safe Helpline Reportal Database Master File Disposition Authority Number DAA-0330-2016-0003-0001</p> <p>The master file includes, but is not limited to: the first and last name, work mail address, and user name of individuals requiring access, as well as usage data and statistics on SHL services.</p> <p>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</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>Administrative Instruction (AI) 15</td> <td>OSD Records Management Manual</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Close files at the end of the fiscal year after 3 continuous years of inactivity,</p>	Manual Citation	Manual Title	Administrative Instruction (AI) 15	OSD Records Management Manual
Manual Citation	Manual Title				
Administrative Instruction (AI) 15	OSD Records Management Manual				

Retention Period	Destroy 25 year(s) after 3 continuous years of inactivity.
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
02/23/2016	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
10/07/2016	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
10/11/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/11/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/13/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist