

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-026-05-8	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5/6/2005	
1. FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION United States Coast Guard			
3. MINOR SUBDIVISION G-WKW			
4. NAME OF PERSON WITH WHOM TO CONFER Mary Gallagher	5. TELEPHONE NUMBER 202-267-6730	DATE 12/12/06	ARCHIVIST OF THE UNITED STATES <i>Alta Weinstan</i>
6. 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 on the attached <u> 1 </u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>29 June 2005</i>	SIGNATURE OF AGENCY REPRESENTATIVE OLTHEA S. CROOM <i>Olthea S. Croom</i>	TITLE Records Officer, United States Coast Guard	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The purpose of this request is to change the current schedules to correctly identify records created and maintained in accordance with the Coast Guard Records Disposition Schedule, COMDTINST 5212.12A, Information and Life Cycle Management Manual. <u>SSIC 1700, MORALE AND PERSONAL AFFAIRS (See also Chapter 4)</u> 1. 5. Family Advocacy Child/Spouse Abuse Case Files. Documents relating to substantiated and unsubstantiated cases of child or spouse maltreatment under the provisions of the Family Advocacy Program. Child/Spouse Abuse Incident Report, CG-5488, case management summary, record of referral, extract of pertinent information from the police report, CID report, and other pertinent investigative reports and supportive data, evaluation of case, record of services and counseling provided, treatment data and related documents. 2. a. Family Advocacy Case Files CGHQ Office of Primary responsibility. Destroy 5 years after case is closed. <i>cc Agency, DR, NWMW,</i>	N1-26-88-2	<i>NWMW, DWETB</i>

7. ITEM NO.	8. DESCRIPTION OF RECORD AND PROPOSED DISPOSITION	9. GRS SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>(1) Family Advocacy Case Records – Substantiated Cases at CGHQ.</p> <p>Destroy 5 years after case is closed.</p>		
2.	<p>(2) Minor Dependent Child Abuse, Neglect or Sexual Abuse.</p> <p>Retain a minimum of 5 years after dependant child reaches age of 18 then destroy.</p> <p>b. All other Offices</p> <p>Forward case files to CGHQ when case is closed, or when member transfers or leaves the service.</p>	<p>NI 26 88 2</p>	
3.	<p>c. Family Advocacy Case Records – Unsubstantiated / Did Not Occur.</p> <p>Destroy immediately after case determination is made.</p>		
4.	<p>d. Family Advocacy Program Statistical Data Report Used for Training Purposes</p> <p>Destroy upon completion of next comparable report.</p>		
5.	<p>e. Electronic copies of records that are created on electronic mail and word processing system and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>(1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p>Destroy/Delete within 180 days after the recordkeeping copy has been produced.</p>		
6	<p>(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Destroy/Delete when dissemination, revision, or updating is completed.</p>		

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DATE <i>13 Apr 05</i>	SIGNATURE OF AGENCY REPRESENTATIVE OLTHEA S. CROOM <i>[Signature]</i>		TITLE Records Officer, United States Coast Guard
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1	<p>The purpose of this request is to change the current schedules to correctly identify records created and maintained in accordance with the Coast Guard Records Disposition Schedule, COMDTINST 5212.12A, Information and Life Cycle Management Manual.</p> <p><u>SSIC 1700, MORALE AND PERSONAL AFFAIRS (See also Chapter 4)</u></p> <p>5. Family Advocacy Child/Spouse Abuse Case Files. Documents relating to substantiated and unsubstantiated cases of child or spouse maltreatment under the provisions of the Family Advocacy Program Child/Spouse Abuse Incident Report, CG-5488, case management summary, record of referral, extract of pertinent information from the police report, CID report, and other pertinent investigative reports and supportive data, evaluation of case, record of services and counseling provided, treatment data and related documents.</p> <p>a. Family Advocacy Case Records - Substantiated Cases of Spouse Abuse.</p> <p>Destroy 5 years after close of case.</p>		

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2	b. Family Advocacy Case Records - Unsubstantiated/Did Not Occur		
	Destroy immediately after case determination is made.		
3	c. Minor Dependent Child Abuse, Neglect or Sexual Abuse		
	Retain Until Dependent Attains Majority		