

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-026-07-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by GRS 2.7 items 090 (DAA-GRS-2017-0010-0014) and 091 (DAA-GRS-2017-0010-0015).

Agency concurred with this supersession by email, October 28, 2021.

Date Reported: 10/28/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

11/29/06

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-026-07-1</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11-29-06</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 CG-1112			
4. NAME OF PERSON WITH WHOM TO CONFER John Reibling	5. TELEPHONE NUMBER 202-475-5161	DATE <i>12/21/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W...</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 27 November 2006	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	The purpose of this request is to Add items to the current schedules to correctly identify records created and maintained in accordance with the Coast Guard Records Disposition Schedule, COMDTINST M5212.12A, Information and Life Cycle Management Manual. <u>SSIC 1754 FAMILY SUPPORT PROGRAM</u> Item 1 Employee Assistant Program Coordinator (EAPC) Case Records - Located at 13 District Work-Life Center. Destroy 12 months after last contact with client. <i>3 YEARS PER PH. COV. W/ R.D. OLTHEA CROOM - 3-14-07</i>		
		<i>THIS DISPOSITION INSTRUCTION IS MEDIA NEUTRAL; IT APPLIES REGARDLESS OF THE MEDIA OR FORMAT OF THE RECORDS. APPROVED BY R.O. 3-20-07</i>	

SA copies sent to Agency, NWMD/NWMA/NR



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

JH 3-16-07

Date : March 16, 2007

Reply to

Attn of : Brian T. Woodall, NWML

Subject : Appraisal of N1-026-07-1

To : Director, NWML

The Department of Homeland Security (DHS), United States Coast Guard (USCG), submits Job Number N1-026-07-1, to request disposition authority for employee assistant program records within the Family Support Program.

BACKGROUND

The mission of the USCG's Family Support Program is to provide support and help for Coast Guard members and their families with legal assistance, health promotion, decedent affairs, dependent special needs, credit counseling, and benefit and retirement planning.

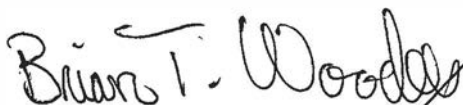
RECORDS AND APPRAISAL

Item 1, Employee Assistant Program Coordinator Case Records, covers records created in a broad range of assessment and confidential short-term problem solving sessions located at 13 District Work-Life Centers. For example, adoption requirement files, career development files, health promotions brochures, health promotion monthly bulletins, and tuition assistance files. Concerns can take on many forms, for example, stress, health, marriage, grief, financial, gambling, substance abuse, tragedies, family/relationships, occupational adjustment, child and elder care referrals, and more. The coordinator provides and coordinates training on critical incident stress and personal financial management programs, such as, suicide, assault and workplace violence prevention, victim witness assistance, and Red Cross tragedy coordination, for their Area of Responsibility (AOR). These records do not cover Family Advocacy Child/Spouse Abuse Case Files which were scheduled under N1-026-05-8.

The USCG originally proposed a temporary disposition of 12 months. After discussions with Headquarters, USCG Employee Assistance Program Manager, John Reibling, and USCG Records Officer, Olthea Croom, it was determined that the legal rights of members are better served by a three year disposition which is in keeping with "like" records across the Federal government, for example GRS 1/26 and the Department of Health and Human Services, schedule N1-468-99-5, item #1.

The proposed retention period meets the business needs and mission requirements of the USCG. The records have temporary value because they are clearly supportive in nature and do not document the USCG's primary mission or programs.

The proposed dispositions for the items listed above are adequate to meet administrative needs of the agency and to protect legal rights and interests. The proposed retention periods are also sufficient to ensure government accountability. I recommend approval of this schedule.

A handwritten signature in black ink that reads "Brian T. Woodall". The signature is written in a cursive style with a long horizontal stroke at the end of the name.

BRIAN T. WOODALL

Appraiser

Life Cycle Management Division (NWML)