

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number <i>N1-026-12-2</i>	
1 From (Agency or establishment) <b>Department of Homeland Security</b>		Date Received <i>5/25/2012</i>	
2 Major Subdivision <b>U.S. Coast Guard</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 Minor Subdivision <b>CG-1112</b>			
4 Name of Person with whom to confer <b>John Reibling</b>	5 Telephone (include area code) <b>202 475-5161</b>	Date <i>1 Oct 2012</i>	Archivist of the United States <i>[Signature]</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 4 page(s) are not now needed for the business of 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

is not required       is attached       has been requested

Signature of Agency Representative <i>Pamela J Norman</i>	Title <i>US Coast Guard Records Officer</i>	Date (mm/dd/yyyy) <i>05/25/2012</i>
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
7	<p><b>Family Advocacy Program</b></p> <p>At the time of this writing this system is known as Work-Life Information Management System (WIMS). The purpose of this request is to 1) schedule records related to the Coast Guard (CG) Family Advocacy Program (FAP) that are not covered by the GRS and to 2) change the retention period for FAP records currently covered.</p> <p>Background: A FAP case record is established per COMDTINST 1750.7 (series) when an allegation of child abuse or neglect or domestic violence involving an active duty member is referred to a CG Health, Safety, and Work-Life Regional Practice (HSQL RP).</p> <p>These records will be created and maintained by the HSQL RP and entered into an electronic record system. While a case is active there will be a hard copy record created and maintained at the RP.</p> <p>Note: hard copy case records will be destroyed 3 months after the case is closed and the electronic record is verified to be complete. Closed hard copy legacy case records will either be uploaded into WIMS or stored at the Office of Work-Life at CG HQ (CG-111) as hard copy records. Legacy hard copy case records will be destroyed once entered into WIMS. FAP Statistical Data Reports and Administrative Files will also be stored at CG-111.</p>	N1026-05-8	

1 Description documents relating to FAP cases that are created per FAP policy after allegations are made concerning incidents of child or adult abuse or neglect Included are records of referral, intake documents, information papers, victim preference statements, risk assessments, social histories, psychosocial assessments, assessment tools, statements, case management notes, medical reports, investigative reports, community collaborate efforts, incident determination committee notes, letters to commands and to clients, treatment and safety planning, case staffing notes and recommendations, e-mail messages, and other documents related to the case Includes all records regardless of whether or not the incident was determined to meet criteria

Disposition

- a) Retain electronic record for 25 years from the date electronic case record is closed After 25 years delete electronic record
- b) Destroy hard copy case records 3 months after the case is closed and the electronic record is verified to be complete

2. Description documents relating to services provided under the FAP that do not involve any allegations of abuse or neglect but the sponsor or family member(s) voluntarily request services Included are records of referral, intake documents, information papers, risk assessments, social histories, psychosocial assessments, assessment tools, statements, case management notes, medical reports, community collaborative efforts, treatment planning, and treatment recommendations, e-mail messages, and related documents

Disposition

- a) Retain electronic record for 4 years from the date electronic case record is closed After 4 years delete the electronic record
- b) Destroy hard copy case records 3 months after the case is closed and the electronic record is verified to be complete

3 Description Includes data reports used for reporting the incident rate of child and spouse abuse in the CG to senior leadership Includes reports used for the purpose of monitoring rates of substantiation for all types of abuse covered by the FAP and for the purpose of training FAP personnel, CG units, and command cadres Includes correspondence and subject files relating to the administration of the FAP

Disposition Destroy when 3 years old