

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO

*N1-26-88-2*

DATE RECEIVED

*8-1-88*

TO **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

1 FROM (Agency or establishment)

U. S. Coast Guard

2 MAJOR SUBDIVISION

Command, Control & Communications

3 MINOR SUBDIVISION

Paperwork Management Branch (G-TIS-7)

4 NAME OF PERSON WITH WHOM TO CONFER

Juanita (Nita) Morey

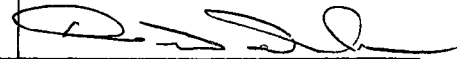
5 TELEPHONE EXT

267-2328

DATE

*12/5/88*

ARCHIVIST OF THE UNITED STATES



6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE July 29, 1988	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Juanita E. Morey</i>	D TITLE U. S. Coast Guard Records Manager
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>The purpose of this request is to add a new record description to Section 12, "Military Personnel Records", of M5212.12, Paperwork Management Manual.</p> <p>The addition is needed, because the Coast Guard (CG) keeps Family Advocacy Program records which consist of case files of suspected and confirmed cases of family member abuse or neglect. These records are <u>not</u> covered in our existing Records Disposition Schedule.</p> <p>The records are located at CG Headquarters (CGHQ) and Field Offices. CGHQ is considered the office of primary responsibility for these records. The case file (paper record) is initiated at the members duty station and transferred to new commands as the military member is transferred. The case file is sent to CGHQ when the member leaves the service or upon closure of the case. CGHQ uses the records for the identification, treatment, and monitoring of domestic violence cases, research studies and statistical data.</p>		

*Copies Sent:*

*Agency  
NNT*

*12/9/88*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>345. <u>Family Advocacy Child/Spouse Abuse Records.</u> Case files consisting of abuse reports, correspondence, copies of investigative reports, treatment, referrals and monitoring, memoranda and case work notes. (DOT/CG 631) (Job. No. _____)</p> <p>a. <u>Office of Primary Responsibility (CGHQ)</u> TEMPORARY: Destroy records 5 years after close of case or date of last action which ever is sooner.</p> <p>b. <u>All Other Offices:</u> TEMPORARY: Forward case files to CGHQ when case is closed or when member is transferred or when member leaves the service, whichever is sooner.</p>		