

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-026-88-002

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1 was superseded by N1-026-05-008, item 1.

Item 2 is a filing instruction, not a disposal authority.

Date Reported: 10/28/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO

N1-26-88-2

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

DATE RECEIVED

8-1-88

1 FROM (Agency or establishment)

U. S. Coast Guard

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

Command, Control & Communications

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
July 29, 1988	<i>Juanita E. Morey</i>	U. S. Coast Guard Records Manager

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<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>		

Express Sent!

Agency NNT

12/19/88



REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

OF

7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
*(NARS USE
ONLY)*

345. Family Advocacy Child/Spouse Abuse Records.
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. _____)

a. Office of Primary Responsibility (CGHQ).
TEMPORARY: Destroy records 5 years
after close of case or date of last action
which ever is sooner.

b. All Other Offices:
TEMPORARY: Forward case files to CGHQ when
case is closed or when member is trans-
ferred or when member leaves the service,
whichever is sooner.