

INACTIVE - ALL ITEMS ARE SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0428-2012-0004**

Request for Records Disposition Authority

Records Schedule Number DAA-0428-2012-0004

Schedule Status Modified Approved Version

Agency or Establishment Department of the Navy

Record Group / Scheduling Group General Records of the Department of the Navy, 1947-

Records Schedule applies to Agency-wide

Schedule Subject Family Support Programs Records

Internal agency concurrences will be provided Yes

Background Information The proposed series addresses the Family Support Programs agency wide instead of repeating the same information throughout each individual program. Where there were instances of facets of programs that were unique or required a different disposition, they were addressed as individual records sub-series within the overall series.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	0	11	0

GAO Approval

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Outline of Records Schedule Items for DAA-0428-2012-0004

Sequence Number	
1	Family Support Programs.
1.1	a. Policy and Guidance Documents. Disposition Authority Number: DAA-0428-2012-0004-0001
1.2	b. General Administrative Information and Correspondence. Disposition Authority Number: DAA-0428-2012-0004-0002
1.3	c. Funding (Budget) Plans. Disposition Authority Number: DAA-0428-2012-0004-0003
1.4	d. Volunteer Program Files. Disposition Authority Number: DAA-0428-2012-0004-0004
1.5	e. Voluntary Clinical Counseling Records.
1.5.1	(1) Paper Records. Disposition Authority Number: DAA-0428-2012-0004-0005
1.5.2	(2) Master Database Records. Disposition Authority Number: DAA-0428-2012-0004-0006
1.6	f. Personnel Accountability and Locator Records. Disposition Authority Number: DAA-0428-2012-0004-0007
1.7	g. Assessment Records. Disposition Authority Number: DAA-0428-2012-0004-0008
1.8	h. Exceptional Family Member Records. Disposition Authority Number: DAA-0428-2012-0004-0009
1.9	i. Child and Youth Program Records. Disposition Authority Number: DAA-0428-2012-0004-0010
1.10	j. Transitioning Service Member Programs Records. Disposition Authority Number: DAA-0428-2012-0004-0011

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Records Schedule Items

Sequence Number						
1	Family Support Programs. Includes records pertaining to the administration of various appropriated/non-appropriated DON Family Support Programs not specifically named elsewhere in this series.					
1.1	a. Policy and Guidance Documents.					
	Disposition Authority Number	DAA-0428-2012-0004-0001				
	Final Disposition	Temporary				
	Item Status	Inactive				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No				
	<table><tr><th>Manual Citation</th><th>Manual Title</th></tr><tr><td>SECNAV M-5210.1, SSIC 1754.1a</td><td>Department of the Navy Records Management Program, Records Management Manual</td></tr></table>	Manual Citation	Manual Title	SECNAV M-5210.1, SSIC 1754.1a	Department of the Navy Records Management Program, Records Management Manual	
Manual Citation	Manual Title					
SECNAV M-5210.1, SSIC 1754.1a	Department of the Navy Records Management Program, Records Management Manual					
	GRS or Superseded Authority Citation	new				
	Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-NU-2015-0001-0041				
	Disposition Instruction					
	Retention Period	Destroy when superseded, rescinded, or cancelled.				
	Additional Information					
	GAO Approval	Not Required				
1.2	b. General Administrative Information and Correspondence.					
	Disposition Authority Number	DAA-0428-2012-0004-0002				
	Final Disposition	Temporary				
	Item Status	Inactive				
	Is this item media neutral?	Yes				

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1.3

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
SECNAV M-5210.1, SSIC 1754.1b	Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation **new**

Inactive Status Explanation **This item is inactive because it was superseded by New Disposition Authority Number: DAA-NU-2015-0001-0031**

Disposition Instruction

Cutoff Instruction **Cutoff at end of CY.**

Retention Period **Destroy 2 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

c. Funding (Budget) Plans.

Disposition Authority Number **DAA-0428-2012-0004-0003**

Final Disposition **Temporary**

Item Status **Inactive**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
SECNAV M-5210.1, SSIC 1754.1c	Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation **new**

Inactive Status Explanation **This item is inactive because it was superseded by New Disposition Authority Number: DAA-NU-2015-0001-0031**

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1.4

Disposition Instruction

Cutoff Instruction

Cutoff at end of FY.

Retention Period

Destroy 1 year after the close of the FY covered by the budget.

Additional Information

GAO Approval

Not Required

d. Volunteer Program Files.

Disposition Authority Number

DAA-0428-2012-0004-0004

Contains personal data pertaining to volunteers, including information such as educational and professional qualifications and skills and placement information.

Final Disposition

Temporary

Item Status

Inactive

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

Manual Citation	Manual Title
SECNAV M-5210.1, SSIC 1754.1d	Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation

new

Inactive Status Explanation

This item is inactive because it was superseded by New Disposition Authority Number: DAA-NU-2015-0001-0036

Disposition Instruction

Cutoff Instruction

Cutoff when the individual leaves the program.

Retention Period

Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

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1.5

e. Voluntary Clinical Counseling Records.

Contains client records and case folders including assessments and clinical contact notes, treatment plans and summaries, administrative notes, and any supporting data assembled relevant to the counseling provided.

1.5.1

(1) Paper Records.

Disposition Authority Number DAA-0428-2012-0004-0005

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? No

Explanation of limitation This subset refers only to paper records in this series.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
SECNAV M05210.1, SSIC 1754.1e(1)	Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation new

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-NU-2015-0001-0036

Disposition Instruction

Cutoff Instruction Cutoff upon case closure.

Retention Period Destroy 2 year(s) after cutoff.

Additional Information

GAO Approval Not Required

1.5.2

(2) Master Database Records.

Disposition Authority Number DAA-0428-2012-0004-0006

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? No

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Explanation of limitation This subset of the series contains only electronic records.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
SECNAV M-5210.1; SSIC 1754.1e(2)	Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation new

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-NU-2015-0001-0030

Disposition Instruction

Cutoff Instruction Cutoff upon case closure.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

f. Personnel Accountability and Locator Records.

Disposition Authority Number DAA-0428-2012-0004-0007

Includes information containing work related and personal data necessary to prepare organizational locator, recall and social rosters for official and non-official functions, facility evacuations and other threat situations operational and emergency needs.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

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Do any of the records covered
by this item exist as structured
electronic data? **Yes**

Manual Citation	Manual Title
SECNAV M-5210.1, SSIC 1547.1f	Department of the Navy Records Management Program, Records Management Manual.

GRS or Superseded Authority
Citation **new**

Inactive Status Explanation **This item is inactive because it was superseded by
New Disposition Authority Number: DAA-
NU-2015-0001-0036**

Disposition Instruction

Retention Period **Destroy when no longer needed or after 2 years,
whichever is later.**

Additional Information

GAO Approval **Not Required**

g. Assessment Records.

Disposition Authority Number **DAA-0428-2012-0004-0008**

**Contains personal information pertaining to individuals and family members for
emergency or family support. Additional data may include Federal Emergency
Management Agency (FEMA) number, if issued.**

Final Disposition **Temporary**

Item Status **Inactive**

Is this item media neutral? **Yes**

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? **Yes**

Do any of the records covered
by this item exist as structured
electronic data? **Yes**

Manual Citation	Manual Title
SECNAV M-5210.1, SSIC 1754.1g	Department of the Navy Records Management Program, Records Management Manual

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1.8

GRS or Superseded Authority Citation new

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-NU-2015-0001-0036

Disposition Instruction

Cutoff Instruction Cutoff when individual(s) leave program.

Retention Period Destroy 2 year(s) after cutoff.

Additional Information

GAO Approval Not Required

h. Exceptional Family Member Records.

Disposition Authority Number DAA-0428-2012-0004-0009

Contains case files of individuals receiving services and includes information such as documentation of family member's special medical and or educational needs, individualized treatment plans, case notes, and other documentation relating to services provided.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
SECNAV M-5210.1, SSIC 1754.1h	Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation new

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-NU-2015-0001-0036

Disposition Instruction

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1.9

Cutoff Instruction	Cutoff when the individual leaves the program.				
Retention Period	Destroy 2 year(s) after cutoff.				
Additional Information					
GAO Approval	Not Required				
i. Child and Youth Program Records.					
Disposition Authority Number	DAA-0428-2012-0004-0010				
Includes client information and case folders containing assessments and background information, developmental profiles and any supporting data assembled relevant to services provided.					
Final Disposition	Temporary				
Item Status	Inactive				
Is this item media neutral?	Yes				
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes				
Do any of the records covered by this item exist as structured electronic data?	Yes				
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Manual Citation	Manual Title				
SECNAV M-5210.1, SSIC 1754.1i	Department of the Navy Records Management Program, Records Management Manual				
GRS or Superseded Authority Citation	new				
Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-NU-2015-0001-0036				
Disposition Instruction					
Cutoff Instruction	Cutoff when individual leave program.				
Retention Period	Destroy 2 year(s) after cutoff.				
Additional Information					
GAO Approval	Not Required				

1.10

j. Transitioning Service Member Programs Records.	
Disposition Authority Number	DAA-0428-2012-0004-0011

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Includes assistance files containing copies of military record, job preferences, and documents supporting services provided.

Final Disposition Temporary

Item Status Inactive

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
SECNAV M-5210.1, SSIC 1754.1j	Department of the Navy Records Management Program, Records Management Manual

GRS or Superseded Authority Citation new

Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-NU-2015-0001-0036

Disposition Instruction

Cutoff Instruction Cutoff upon service person's separation.

Retention Period Destroy 1 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0428-2012-0004**

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
05/15/2012	Certify	Charley Barth	Director of Records	Chief of Naval Operations (CNO) - Director Navy Staff (DNS)
08/01/2013	Submit for Concurrency	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
08/06/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/07/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/07/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

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