

## Request for Records Disposition Authority

Records Schedule Number DAA-0330-2016-0005  
Schedule Status Approved

Agency or Establishment Office of the Secretary of Defense  
Record Group / Scheduling Group Records of the Office of the Secretary of Defense  
Records Schedule applies to Major Subdivision  
Major Subdivision UNDER SECRETARY FOR PERSONNEL AND READINESS (USD P&R),  
Minor Subdivision DEFENSE HUMAN RESOURCES ACTIVITY (DHRA), DOD SEXUAL ASSAULT PREVENTION AND RESPONSE OFFICE (SAPRO)  
Schedule Subject Victim Related-Inquiry Tracking Files  
Internal agency concurrences will be provided No

**Background Information**

The Defense Human Resources Activity (DHRA) is a Department of Defense (DoD) Field Activity under the Under Secretary of Defense for Personnel and Readiness (USD (P&R)). It supports policy development, develops products and services that promote and sustain a high performing workforce, performs research and analysis, supports readiness and departmental reengineering efforts, manages personnel data repositories, prepares future civilian leaders through developmental programs, supports recruiting and retention, and delivers both benefits and critical services to warfighters and their families. DHRA administers sexual assault prevention policies and programs, assists in establishing and administering language capabilities policies, and oversees central management of commercial travel.

Within DHRA, the Department of Defense Sexual Assault Prevention and Response Office (SAPRO) serves as the single point of accountability and oversight for sexual assault policy, provides guidance to the DoD components, and facilitates the resolution of issues common to all Military Services and Joint Commands and is responsible for management of the DoD Safe Helpline and the DoD Sexual Assault Advocate Certification Program.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0330-2016-0005

Sequence Number	
1	Victim Related-Inquiry Tracking Files System
1.1	Victim Related-Inquiry Tracking Files Master Files Disposition Authority Number: DAA-0330-2016-0005-0001

## Records Schedule Items

Sequence Number									
1	<p><b>Victim Related-Inquiry Tracking Files System</b></p> <p>The Victim Related-Inquiry Tracking Files System tracks victim-related inquiries received by the Sexual Assault Prevention and Response Office via e-mail, SAPRO.mil, the DoD Safe Helpline, phone, or mail. Once received, inquiries are referred to the appropriate agency POC and/or to the DoD IG for any complaints concerning the Military Criminal Investigative Organization in order to address the issue(s) raised and facilitate a resolution. SYSTEM INTERFACES: N/A PRIMARY INPUTS: Inquirer's name and contact information (telephone, e-mail address, home address); relationship to the victim; how the inquiry was received (written, email, telephone, SAPRO website, Safe Helpline); type of inquiry; category of inquiry; victim's information OUTPUTS: System provides an internal monthly report containing total number of inquiries, by Service. Additional internal reports may be required containing inquiry trends, inquiries pending resolution, inquirer type, and inquirers claiming to be retaliated against or reported a victim's rights violation, and interventions performed. De-identified data may also be used for the SAPRO annual report. Victim Related-Inquiry Tracking Files is a web-based tracking system to monitor victim-related inquiries received by the Sexual Assault Prevention and Response Office via e-mail, SAPRO.mil, the DoD Safe Helpline, phone, or mail. Once received, inquiries are referred to the appropriate agency POC and/or to the DoD IG for any complaints concerning the Military Criminal Investigative Organization in order to address the issue(s) raised and facilitate a resolution</p>								
1.1	<p><b>Victim Related-Inquiry Tracking Files Master Files</b></p> <p>Disposition Authority Number      DAA-0330-2016-0005-0001</p> <p>Master file includes but is not limited to Inquirer's name and contact information (telephone, e-mail address, home address); relationship to the victim; how the inquiry was received (written, email, telephone, SAPRO website, Safe Helpline); type of inquiry; category of inquiry; victim's information (first and last name, service affiliation, current status (active, reserve, retired, discharge, other)); date of incident; year assault was reported.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr></table>	Final Disposition	Temporary	Item Status	Active	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
Final Disposition	Temporary								
Item Status	Active								
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

Disposition Instruction

Cutoff Instruction

Cut off resolved cases files at end of calendar year.

Retention Period

Destroy 25 year(s) after cut off

Additional Information

GAO Approval

Not Required

## 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
02/23/2016	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
10/07/2016	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
10/11/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/13/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/13/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist