

Records Schedule Number

DAA-0064-2016-0009

Schedule Status

Approved

Agency or Establishment

National Archives and Records Administration

Record Group / Scheduling Group

Records of the National Archives and Records Administration

Records Schedule applies to

Major Subdivsion

Major Subdivision

Office of Human Capital (H)

Minor Subdivision

Labor/Employee Relations, Benefits & Performance Management

Division (HP)

Schedule Subject

DVSAS Workplace Protection Records - Domestic Violence, Sexual

Assault, and Stalking (DVSAS)

Internal agency concurrences will

be provided

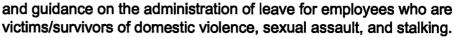
No

Background Information

Domestic violence, sexual assault, and stalking are serious problems that can affect individuals, families, and communities. The impact of such incidents of violence can spill over to the workplace and have the potential to affect every Federal workplace across the United States. On April 18, 2012, President Obama issued a Presidential Memorandum, "Establishing Policies for Addressing Domestic.

Violence in the Federal Workforce." The President directed all Federal agencies to create policies to prevent domestic violence and address its effects on the Federal workforce. Therefore, on February 8, 2013, the Office of Personnel Management (OPM) issued a Memorandum, "Guidance for Agency-Specific Domestic Violence, Sexual Assault, and Stalking Polices," to assist agencies in complying with the goals identified in the Presidential Memorandum. The Office of Human Capital, Labor/Employee Relations, Benefits & Performance Management Division (HP) DVSAS Workplace Protection program:

- Serves as the central point of contact for non-emergency matters related to this policy.
- Performs intake for all matters involving domestic violence, sexual assault, or stalking, and determine the appropriate forum to process such matters.
- Responsible for raising awareness of the issues contained within this policy and inviting subject matter experts to speak with NARA employees.
- Provides advice and guidance to supervisors, managers, and individuals listed in 382.3(a)-(c) on specific cases; to include advice



- Provides advice and guidance to supervisors and managers on taking disciplinary actions against individuals who have engaged in acts of violence.
- Provides advice and guidance to supervisors, managers, and employees on the Family and Medical Leave Act, voluntary leave transfer program, telework program, flexible work schedules and leave policies.
- Prepares an annual summary report to the Archivist of the United States (based on fiscal year) on related activities.

The program is new and still being developed.

Item Count

Number of Total Disposition Items	Number of Permanent	Number of Temporary	Number of Withdrawn
	Disposition Items	Disposition Items	Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0064-2016-0009

Sequence Number	
1	DVSAS Program Comprehensive Schedule
1.1	Records created/maintained in the performance of the DVSAS Workplace Protection functions, and activities that contribute to creating case final files, final assessments, and reports. Disposition Authority Number: DAA-0064-2016-0009-0001
1.2	DVSAS case files. Disposition Authority Number: DAA-0064-2016-0009-0002
1.3	DVSAS program final reports, assessments, etc. Disposition Authority Number: DAA-0064-2016-0009-0003

Records Schedule Items

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Sequence Number					
1	DVSAS Program Comprehensive Schedule Records created/maintained in the performance of the DVSAS Workplace Protection functions, and activities.				
1.1	Records created/maintained in the performance of the DVSAS Workplace Protection functions, and activities that contribute to creating case final files, final assessments, and reports.				
	Disposition Authority Number DAA-0064-2016-0009-0001				
	Records maintained in various forms, as core DVSAS records, and include, but are not limited to planning/strategy documents, reviews, specific and broad based findings (both corrective and preventative), assessment materials, audits, request/response, feeder, ancillary and collateral surveys, and feeder reports. This schedule item will also cover all other mission-related records, which include but are not limited to other program management files / reports, statistical studies / reports, working papers, and non-executive level correspondence, subject files, training materials, presentations, etc. for the DVSAS functions, and activities. EXCLUDING DVSAS case files, final assessments, and reports.				
	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 email and word processing?	No .`			
	Disposition Instruction				
	Cutoff Instruction	Cutoff, close, complete annually as appropriate; supersede as mission needs require. Break annually.			
•	Retention Period	Destroy 7 year(s) after break			
	Additional Information	•			
	GAO Approval	Not Required			
1.2	DVSAS case files.	•			
	Disposition Authority Number	DAA-0064-2016-0009-0002			
	DVSAS case files include, but are not limited, to incident communications, photographs, reports, statements, and related documentation collected and pertaining to DVSAS incidences agency-wide.				

Final Disposition	Temporary
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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 email and word processing?

No

Disposition Instruction

Cutoff Instruction Close cases files when final actions taken. Break

annually.

Retention Period Destroy 7 year(s) after break

Additional Information

GAO Approval Not Required

DVSAS program final reports, assessments, etc.

Disposition Authority Number DAA-0064-2016-0009-0003

DVSAS program final assessments, reports, etc. used in agency statutory and various other current and future government required reports.

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 email and word processing? No

Disposition Instruction

Cutoff Instruction Close reports, assessments, etc. files when findings,

assessments etc. are issued. Break annually.

Retention Period Destroy 10 year(s) after break

Additional Information

GAO Approval Not Required

1.3

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	Ву	Title	Organization
08/16/2016	Certify	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
02/07/2017	Submit for Concur rence	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
02/14/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

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