

## Request for Records Disposition Authority

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 Subdivision

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 Policies," 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

and guidance on the administration of leave for employees who are victims/survivors of domestic violence, sexual assault, and stalking.

- 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 Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

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

Sequence Number	
1	<b>DVSAS Program Comprehensive Schedule</b>
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

Sequence Number	
1	<p><b>DVSAS Program Comprehensive Schedule</b> Records created/maintained in the performance of the DVSAS Workplace Protection functions, and activities.</p>
1.1	<p>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.</p> <p>Disposition Authority Number      <b>DAA-0064-2016-0009-0001</b></p> <p>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. <b>EXCLUDING DVSAS case files, final assessments, and reports.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cutoff, close, complete annually as appropriate; supersede as mission needs require. Break annually.</b></p> <p>Retention Period                         <b>Destroy 7 year(s) after break</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>
1.2	<p><b>DVSAS case files.</b></p> <p>Disposition Authority Number      <b>DAA-0064-2016-0009-0002</b></p> <p>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.</p>

1.3	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?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Close cases files when final actions taken. Break annually.
	Retention Period	Destroy 7 year(s) after break
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>DVSAS program final reports, assessments, etc.</b>	
	Disposition Authority Number	DAA-0064-2016-0009-0003
	<b>DVSAS program final assessments, reports, etc. used in agency statutory and various other current and future government required reports.</b>	
	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?	No
	<b>Disposition Instruction</b>	
Cutoff Instruction	Close reports, assessments, etc. files when findings, assessments etc. are issued. Break annually.	
Retention Period	Destroy 10 year(s) after break	
<b>Additional Information</b>		
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
08/16/2016	Certify	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
02/07/2017	Submit for Concurrency	Tom Cotter	Appraiser	National Archives and Records Administration - ACRA
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/10/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/14/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist