

Request for Records Disposition Authority

Records Schedule Number	DAA-0330-2013-0005
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 of Defense (Personnel and Readiness)
Minor Subdivision	DoD Human Resources Activity
Schedule Subject	Defense Sexual Assault Incident Database (DSAID)
Internal agency concurrences will be provided	No
Background Information	<p>BACKGROUND The Defense Sexual Assault Incident Database (DSAID) is a centralized, case-level database for the collection of record data regarding incidents of sexual assaults involving a member of the Armed Forces. DSAID contains information on Unrestricted and Restricted Reports (de-identified data) of sexual assault. Information includes, if available, Nature of the assault, victim and alleged perpetrator data, and case outcomes in connection with the assault. The system includes the capability for entering records and interfacing data, generating various level reports and queries, and conducting case and business management. See System of Records Notice DHRA 06, DSAID (November 21, 2012, 77 FR 69442). Sexual Assault Response Coordinators input data into DSAID manually (e.g., transfer of information collected through conversation with the victim) and via scanned image file upload (DD Form 2910, "Victim Reporting Preference Statement"). Case information maintained in the system is received, when appropriate, from Military Service-specific systems that capture sexual assault data, to include Military Criminal Investigative Organizations and Military Service sexual assault case management systems. This system replaces Defense Case Records Management System (DCRMS), scheduled under N1-330-08-07, Item 1.</p> <p>System Inputs Forms used to collect and input information into DSAID (e.g., DD Form 2910, "Victim Reporting Preference Statement" and DD Form 2911, "DoD Sexual Assault Forensic Examination Report") are scheduled under GRS 20, Item 2(a)4. Information received from Military Service-specific systems are scheduled under GRS 20, Item 2c.</p>

System Outputs Ad hoc reports and queries generated by the system are scheduled under GRS 20, Item 16 The DoD Annual Report on Sexual Assault in the Military is scheduled under N1-330-08-07, Item 2

System Documentation Finding aids and indexes are scheduled under GRS 20, Item 9, and system documentation is scheduled under GRS 20, Item 11(1)

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-0330-2013-0005

Sequence Number	
1	Defense Sexual Assault Incident Database (DSAID) Disposition Authority Number DAA-0330-2013-0005-0001

Records Schedule Items

Sequence Number	
1	<p>Defense Sexual Assault Incident Database (DSAID)</p> <p>Disposition Authority Number DAA-0330-2013-0005-0001</p> <p>Information collected and processed by a government system containing information concerning incidents of sexual assault involving a member of the Armed Forces. System contains information on the victim, alleged perpetrator, incident, and case outcomes in connection with the assault. Unrestricted Report records contain victim and alleged perpetrator information, including, but not limited to, the following: Last name, first name, middle name, identification type (i.e. social security number, passport, U.S. Permanent Residence Card, foreign identification), identification number for type of identification type referenced, birth date, age at the time of incident, gender, race, ethnicity, and victim and alleged perpetrator type (i.e. military, DoD civilian/contractor). For victims only, information will also include the victim case number (a system generated unique control number). Restricted Report records contain no personally identifying information on the victim or the alleged perpetrator.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-330-08-07, Item1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff cases at the end of the fiscal year</p> <p>Retention Period Destroy 50 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
01/09/2013	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
08/12/2013	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
08/14/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/14/2013	Concur	Julie Reaves	for	National Archives and Records Administration - National Records Management Program
08/19/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist