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SUBJ: FAMILY ADVOCACY PROGRAM RECORDS DISPOSITION

A. FAMILY ADVOCACY PROGRAM (FAP), COMDTINST 1752.1

1. This message clarifies disposition requirements for FAP case and administrative records. Per paragraph 12 of REF A, retention periods for FAP records are described in National Archives and Records Administration Disposition Authority (Job Number N1-026-12-002).

This Authority is located at

[http://www.archives.gov/records-mgmt/rcs/schedules/?dir\(equal sign\)/departments/department-of-homeland-security/rg-0026](http://www.archives.gov/records-mgmt/rcs/schedules/?dir(equal sign)/departments/department-of-homeland-security/rg-0026). It is listed under the title Work-Life Information Management System (WIMS).

2. Per this authority all FAP maltreatment records, including those records involving allegations of maltreatment that have been determined to not meet criteria for the type of maltreatment alleged, are to be retained for 25 years after closure. Family in Need of Services (FINS) cases are to be retained for four years after closure. Administrative records, including Incident Determination Committee minutes and all correspondence related to the administration of the FAP that are not already part of a case record, are to be destroyed after 3 years.

3. Electronic records referred to in the Disposition Authority refer to records inputted into the case management system that are pending implementation. This system will be known as the Family Advocacy System of Records (FASOR) component of the Integrated Health Information System (IHIS). IHIS and FASOR are expected to be launched by the summer of 2015.

4. Until FASOR and IHIS are implemented, all closed FAP case records, including cases involving allegations that did not meet criteria, and FINS cases, are to be sent to the FAP Manager no later than ten business days after closure.

5. For questions or further clarification, contact the Chief, Behavioral Health Services Division, CAPT Matthew Kleiman, at 202-475-5161.

6. Mr. Robert Skewes, Chief, Office of Work-Life, sends.

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