



SECRETARY OF THE ARMY
WASHINGTON

20 JAN 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2015-04 (Retention of Department of Defense (DD) Forms 2910 and 2911)

1. References:

a. National Defense Authorization Act for Fiscal Year 2014, Pub. L. No. 113-66, section 1723, 127 Stat. 672, 970.

b. Department of Defense (DoD) Instruction 5505.18 (Investigation of Adult Sexual Assault in the Department of Defense), January 25, 2013, Incorporating Change 1, May 1, 2013.

c. Department of Defense (DoD) Instruction 6495.02 (Sexual Assault Prevention and Response (SAPR) Program Procedures), March 28, 2013, Incorporating Change 1, February 12, 2014.

d. Army Regulation 600-20 (Army Command Policy), 6 November 2014.

2. Reference 1a directs DoD to retain DD Forms 2910 (Victim Reporting Preference Statement) and 2911 (DoD Sexual Assault Forensic Examination Report) for 50 years. References 1b and 1c incorporate that requirement. However, DoD will not direct a long-term retention policy for all Military Services for at least 2 more years.

3. Effective immediately, Sexual Assault Response Coordinators (SARCs) will indefinitely retain DD Form 2910s, and the U.S. Army Crime Records Center will indefinitely retain DD Form 2911s. This policy applies to the Active Army, the Army National Guard/Army National Guard of the United States and the U.S. Army Reserve

4. SARCs currently upload the DD Form 2910 into the Defense Sexual Assault Incident Database for unrestricted reports of sexual assault. They will continue to do so.

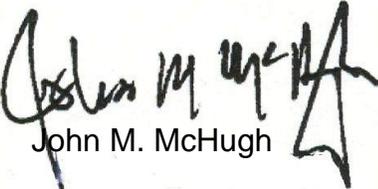
5. SARCs currently keep a local copy of the DD Form 2910 for restricted reports of sexual assault. They will continue to do so indefinitely.

6. The Army Crime Records Center currently retains the DD Form 2911, if completed, for unrestricted reports of sexual assault for 50 years. The Center will continue to retain the form indefinitely in accordance with the provisions of reference 1b.

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7. For restricted reporting cases, installation provost marshal/directorate of emergency services personnel currently store the DD Form 2911 and the Sexual Assault Medical Forensic Exam (SAFE) kit locally for 5 years and then destroy the form and kit. These personnel will cease destruction of all DD Form 2911s and SAFE kits, pending DoD's development of a long-term course of action.

8. The provisions of this memorandum are effective immediately. The Deputy Chief of Staff, G-1 is the proponent for this policy. This policy will remain in effect until it is superseded by DoD policy or subsequent Army policy, or rescinded by the Secretary of the Army.



John M. McHugh

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