

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 01-361-99-2	DATE RECEIVED 12-9-98
1. FROM (Agency or establishment) Defense Logistics Agency		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION DLA Administrative Support Center			
3. MINOR SUBDIVISION Visual Communication & Presentation Directorate			
4. NAME OF PERSON WITH WHOM TO CONFER Judith S. Saulnier	5. TELEPHONE 703-767-1268	DATE 6-16-99	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. 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 on the attached <u>2</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 12/1/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Allen B. Easterly</i> ALLEN B. EASTERLY	TITLE DLA Records Manager	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Request approval of the following new series to be added to Defense Logistics Agency's records schedule, DLAI 5015.1, DLA Records Management and Records Schedule. See attached.		

JUL - 6 1999 MNA Copy to: Agency NR

Child Development Center (CDC) Records. Operational and assessment records of programs and services within DLA child care centers.

510.68 Child Records. Non-electronic individual records maintained for each child enrolled at the CDC. Each file will contain the following records: registration forms; parent consent forms; health records to include health assessments, immunization records, medical power of attorney, medical dispensation records; allergy information; any restrictions or special precautions concerning diet, medication, or allergies; child and family profile; reports of unusual occurrences, parent complaints, parent conference data, illness, injury, communicable diseases; reports of serious accident, injury, or unusual occurrence requiring emergency consultation or treatment at a medical treatment facility; and related records.

510.68A Child records with no serious accident or injury requiring emergency consultation or treatment.

1 510.68A(1) Child Development Center. Maintain records as long as a child is enrolled. Upon termination from the program, forward records to Child Development Services Coordinator. New

2 510.68A(2) Child Development Services Coordinator. Upon receipt of records from Center, place in inactive file. Cutoff annually. Destroy 1 year after child no longer attends CDC. New

510.68B Child records with serious accident or injury requiring emergency consultation or treatment.

3 510.68B(1) Child Development Center. Upon termination from the program, forward records to Child Development Services Coordinator. New

4 510.68B(2) Child Development Services Coordinator. Upon receipt of records from Center, place in inactive file. Cutoff annually. Destroy 3 years after incident or 1 year after child no longer attends CDC, whichever is later. New

5 510.68C Electronic version of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications. Delete after recordkeeping copy has been produced. New

510.70 CDC Employee Records. Individual personnel files for each CDC employee. Includes name and address, telephone number, training, and other related experiences; employment references, verification of background checks, and medical examinations; job performance standards; copies of appraisals, awards and promotions, and grievance actions; copies of notifications of personnel actions; training records including Individual Education Plan (IEP) forms; counseling statements as appropriate. NOTE: This category does not include official personnel files of appropriated fund or non-appropriated fund employees maintained under the 300 series and 490 series, respectively.

6. 510.70A CDC employee background check records. Maintain separately with office responsible for personnel security clearances.

510.70A(1) Personnel Security Folders. Copies of requests for and certificates of personnel security clearance related transactions, and certificates of security briefing/debriefing, authorized for maintenance by Command Security Officers, and superseded forms serving related purposes; documents pertaining to limited access authorizations; case resumes and other documents relating to the processing of security clearances. Includes comparable transcripts of data in lieu of retaining copies of documents.

7. 510.70A(1) (a) Upon transfer to another DLA activity. Forward to gaining activity.

~~155.40A(1)~~
~~NI-361-91-7~~

7. 510.70A(1) (b) Upon separation or transfer to a non DLA organization. Place in inactive file, cut off at end of calendar year, retain in current files area, and destroy after 2 years.

~~155.50A(2)~~
~~NI-361-91-7~~

8. 510.70A(2) Case resumes of reports of investigation, when relating to cases where derogatory information is involved, including documents reflecting actions taken and copies of documents similar to those described in subparagraph 510.70A(1) above. Records documenting personnel clearances by HQ DLA will have the same disposition as similar records described. Upon separation, place remaining documents in inactive file, cut off at end of calendar year, retain in a current files area, and destroy after 2 years.

~~155.40B~~
~~NI-361-91-7~~

8. 510.70B Other CDC employee records. Maintain at Child Development Center. Destroy 3 years after termination of employment.

New

8. 510.70C Electronic version of records created by electronic mail, word processing and other office automation applications, such as spreadsheet and

New

presentation applications. Delete after recordkeeping copy has been produced.

510.72 Child Care Operations.

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| 1/9. | 510.72A Registers. Automated or manual system(s) used to capture patron reservations, daily attendance records, fee collection, sign-in/out of patrons, and related records. Destroy after 3 years. | New |
| 1/10. | 510.72B Activities. Records such as developmental activity schedules for age-group categories, courses of instruction, approved lesson plans detailing weekly activities for children, and similar records. Destroy after 3 years. | New |
| 1/11. | 510.72C Reports. Copies of annual CDC program reports provided to higher HQ with related background materials used in report preparation, facility inspection reports, certification inspections, and related records. Destroy after 3 years. | New |
| 1/12. | 510.72D Electronic version of records created by electronic mail, word processing and other office automation applications, such as spreadsheet and presentation applications. Delete after recordkeeping copy has been produced. | New |