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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | SAVE BLANK (NARA use only) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER 71-AF2-03-13 | |
| 1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE | | DATE RECEIVED 4-22-2003 | |
| 2. MAJOR SUBDIVISION COMMUNICATION AND OPERATIONS DIRECTORATE | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 3. MINOR SUBDIVISION FORCE AND INFORMATION MANAGEMENT DIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER OLTHEA S. CROOM | 5. TELEPHONE (703) 588-6194 | DATE 10-6-03 | ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 1 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,

is not required; is attached; or has been requested.

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| DATE 21 MAR 021 APRIL 2003 | SIGNATURE OF AGENCY REPRESENTATIVE OLTHEA S. CROOM <i>[Signature]</i> | TITLE AIR FORCE RECORDS OFFICER |
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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| ⑤ | <p>Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.</p> <p style="text-align: center;">HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS (TABLE 41-12)</p> <p><i>X</i> This submission is to schedule records under Table 41-12, Rules 19-22. Specific changes are discussed above and on attached.</p> <p><i>2</i> This change is for the revised Special Needs Identification and the Family Member Relocation Clearance Process. The Family Member Relocation Clearance process is critical for determining availability of services for family members with special needs when relocating. The process has been revised and streamlined to ensure a more understandable and customer friendly approach.</p> <p style="margin-top: 20px;"><i>cc Agency, NR, DNMWA</i></p> | | |

Table 41-12. Health, Outpatient, And Psychiatric Clinic Records

ITEM #

| | A | B | C | D |
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| R U L E | If the records are or pertain to | consisting of | which are | then |
| 19 | Educational and Developmental Intervention Services (EDIS) for Medically Related Services and Early Intervention Services (EIS) | Documents relating to the Educational and Developmental Intervention Services include the DD Form 2005 Privacy Act Statement signed by every adult family member interviewed; HIPAA statement(s); Procedural Safeguards trifold and Due Process Procedures handout; SF Form 600 Chronological Record of Medical Care for progress notes. DoDDS generated forms requesting evaluations and assessments. | Maintained by the MTF in USAFE and MTFs at Maxwell AFB AL and Robins AFB GA for Section 6 Schools. | destroy after 25 years. (See Note 13) AUTH: |
| 20 | Educational and Developmental Intervention Services (EDIS) for Medically Related Services (MRS) (School Aged Children) and Early Intervention (EIS) (Birth to 3-Years Old) | AF Form 4269 Consent for Release or Request of Information; AF Form 4270, Permission to Screen/Evaluate; AF Form 4271, Certificate of Eligibility, AF Form 4267 Individualized Family Service Plan Review/Change Form AF Form 4268, Individualized Family Service Plan; AF Form 4269 Consent for Release or Request of Information AF Form 4270, Permission to Screen/Evaluate; AF Form 4271, Certificate of Eligibility | Maintained by the MTF in USAFE. | |
| 21 | Educational and Developmental Intervention Services (EDIS) for Early Intervention Services (EIS) (Birth to 3-Years Old) | AF Form 4267 Individualized Family Service Plan Review/Change Form AF Form 4268, Individualized Family Service Plan; AF Form 4269 Consent for Release or Request of Information AF Form 4270, Permission to Screen/Evaluate; AF Form 4271, Certificate of Eligibility | Maintained by the MTF in Maxwell AFB AL and Robins AFB GA for Section 6 Schools. | |

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| 22 | Special Needs Identification and Assignment Coordination process | Documents relating to the Special Needs Assignment Coordination Record include the DD Form 2005 Privacy Act Statement signed by every adult family member interviewed; HIPAA statement(s); AF Form 2523, Special Needs Identification and Assignment Coordination Information Form; Family Data Sheet, which includes family contact information; SF Form 600, Chronological Record of Medical care AF Form 146600, 200220228 (EF-V1) Request for Family Member's Medical and educational Clearance for Travel, AF Form 1466DO, 200220228 (EF-V2), Dental Health Summary; DD Form 2792 and addendums; and all other supporting documentation to include the most recent medical documentation supporting the need for the Q-code designation. A letter to AFPC requesting the assignment limitation code-Q, and clinical notes for any counseling to assist with coping with the special need. A copy of notification of the "Q-Code" removal for active duty sponsors to the installation servicing Military Personnel Flight. | Maintained by the MTF | Destroy after 25 years (See Note 14) AUTH: |
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Note:

13. Transfer to the National Personnel Record Center, 9700 Page Blvd, St Louis, MO 63132, 2-years after the child is discharged from EDIS or EIS program.
14. Transfer to the National Personnel Record Center, 9700 Page Blvd, St Louis, MO 63132, 2-years after the end of the calendar year in which Q-Code deletion request has been affirmed by AFPC.