

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-44-87-14

DATE RECEIVED

3/30/87

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of the Army

2. MAJOR SUBDIVISION

Information Systems Command

3. MINOR SUBDIVISION

Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Cliff Jones

5. TELEPHONE EXT.

325-6044

DATE

7-14-87

ARCHIVIST OF THE UNITED STATES

Frank A. Burke

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
17 Feb 87	<i>W.R. Boardman, CRM</i> W. R. BOARDMAN, CRM	Army Records Manager

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p>608-10a Child Development Services</p> <p>BACKGROUND: The Army recently instituted a formal program for providing developmental services to children at Army installations and activities. The program is contained in Army Regulation 608-1, Personal Affairs -- Child Development Services, which was effective 15 October 1983.</p> <p>The proposal describes and schedules the disposition of the unique records relating to Child Development Services in the Army, both at the operating (installation) level, and at the headquarters of major Army commands and at the office exercising Army-wide responsibility for the program. Item "b" of the description and disposition stated above has been reviewed by legal counsel, who held that the three-year retention was adequate to meet the legal sufficiency for these records.</p> <p>None of these records will enter the Federal Records Center System.</p>		

Copies to agency, NNM, #87-11
NNA 7-16-87 TRS

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>608-10a</p> <p>Child Development Services</p> <p>Data or information required for the operation and assessment of all programs within the Army Child Development Services Program. Included are:</p> <ul style="list-style-type: none"> a. Child records (except as indicated in b below). b. Records of children who have had serious accidents, injuries, or unusual occurrences requiring emergency consultation or treatment. c. Personnel records of center-based employees (This category does not include official personnel files of appropriated fund or nonappropriated fund employees, which are maintained under file numbers 690-200a and 215-3a, respectively). d. Annual CDS program or facility reports. e. USDA Child Food Program reports. f. All other records. <p>Disposition</p> <ul style="list-style-type: none"> a. above: Destroy 1 year after child no longer attends CDS operations. b. above: Destroy 3 years after incident or 1 year after child no longer attends CDS operations, whichever is longer. c. above: Destroy 3 years after termination of employment. d. above: Destroy after 5 years. e. above: <ul style="list-style-type: none"> (1) Office with Army-wide responsibility, and major Army commands: Destroy after 5 years. (2) Installations: Destroy 2 years after audit by USDA. f. above: Destroy after 2 years. 		