

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-AFU-87-43	DATE RECEIVED 9/24/87
1 FROM (Agency or establishment) Department of the Air Force		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Directorate of Information Management & Administration		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Records Management Policy Section			
4 NAME OF PERSON WITH WHOM TO CONFER Grace T Rowe	5. TELEPHONE EXT. 694-3527	DATE 12/7/87	ARCHIVIST OF THE UNITED STATES <i>Christine J. ...</i>
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 4 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 SEP 22 1987	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D TITLE Grace T Rowe, Chief Records Management Policy Section Dir Information Mgt and Administration
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(INARS USE ONLY)</i>
	Child Care Centers (Table 215-4) (Applicable Air Force-wide)		
1	The purpose of this submission is to add rules 3-10 to this table. Rule 3. These forms document events which could have a serious consequence for a child and for which a parent could file a claim against the US Government. Three years is a reasonable time to expect a claim to be filed. Records could be kept longer, if needed.		
2	Rule 4 is self explanatory. Disposition is the same as in rule 3.		
3	Rule 5. AF Form 1184, Child Care Preschool Weekly Activity Plan is used to develop new activity plans for the children. They can help prevent duplication of efforts from year to year. Information on the Air Force Form 1194 can be used to see how program statistics compare and change from year to year. When administrative staff changes, information on these two forms prove invaluable to the new staff for both historical perspective and in preparing new plans and reports.		
4	Rule 6. Request for information about a previous family day care provider can be made for several years after the family care provider stopped service for a variety of reasons -- establishing another family day care home, or in the event of a legal claim being made as a result of the family day		<i>8 items</i>

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	home operation. If such a claim is open and unresolved the file should be kept until settlement is made.		
5	Rule 7. The Child Development Center Daily Reservation Log is used to record patron reservations. These logs can easily be used to form the basis for a defense of a lawsuit also, and in fact, quite recently our legal staff defended a case where the "room head count" would have been helpful. These forms provide an adequate number of staff to protect the children's health and safety.		
6	Rule 8. Self explanatory.		
7	Rule 9. Self explanatory.		
8	Rule 10. Self explanatory.		

TABLE 215-4
CHILD CARE CENTERS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
3 *	child care operations	forms which provide a record of injuries; parental permission to administer medications; and which record serious accidents, illnesses, etc; and related records	at child care centers	destroy after 3 years or when no longer needed, whichever is later (note 3).
4 *		forms which record hourly head counts of staff and children, room attendance, and related records		
5 *		forms which record weekly activities for children; reports used to provide information to high ^{er} headquarters; and related records		destroy after 3 years or may be kept for historical purposes up to 5 years.
6 *		forms, letters, and reports used in licensing of family day care home providers; forms recording injuries or incidents occurring in family day care homes; and related records		destroy 3 years after family day care home operation ceases due to reassignment or discharge of sponsor, or voluntary or involuntary termination of family day care services; or until no longer needed; whichever is later(note 3).
7 *		forms which record patron reservations and related records		destroy after 3 years when no longer needed whichever is later.

TABLE 215-4
CHILD CARE CENTERS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8 *	Family Day Care Homes	case files of family day care providers' applications; agency checks from mental health, security police, housing, and social actions; training information; proof of insurance or personal liability and agreement to indemnify the U. S.; checklists from fire, safety, environmental health, family day care coordinator; emergency provider information; proof of first aid training; copy of the license and other reports.	maintained by the Family Day Care Coordinator	destroy 1 year after discontinuance of Family Day Care Home or until no longer needed, whichever is later.
9 *		case files of inactive or suspended Family Day Care Homes		
10 *		case files of denied or cancelled Family Day Care Homes		destroy 3 years after date of denial or cancellation.

Notes:

* 3. If litigation is involved, retain until settlement is made.