

Outline of Records Schedule Items for DAA-0127-2014-0020

Sequence Number

1

MASTER FILES

Disposition Authority Number: DAA-0127-2014-0020-0002

Records Schedule Items

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Disposition Authority Number DAA-0127-2014-0020-0002

Database records consist of PDFs of Verification of Eligibility to participate in the Exceptional Family Member Program (NAVMC 17501), Family Medical Summary (DD2792), Special Education/Early Intervention Summary (DD2792-1) and Exceptional Family Member Respite Reimbursement Care Program (NAVMC 17502). Data elements include but are not limited to Sponsor Name, Case ID, EFM Name, Provider information, Date of Service and Reimbursement Rate, addenda contact and assignment notes, respite care information and additional consent authorization forms that relate to family support.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
SSIC 1754.4	SYSTEM OF EXCEPTIONAL FAMILY MEMBER PROGRAM

Disposition Instruction

Cutoff Instruction Cut off/close case files when treatment is no longer provided (i.e., due to transfer or separation of service member) or when case is closed.

Retention Period Destroy 7 years after the end of the calendar year the case is closed or when a minor child reaches 23 years of age.

Additional Information

GAO Approval Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
09/12/2014	Certify	Joel Westphal	Deputy Director, Directives and Records Management	Department of the Navy - Department of the Navy
06/25/2015	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
06/29/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/01/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/06/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist