



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO VA 22134-5103

IN REPLY REFER TO:
NAVMC 1710.10
M&RA (MF)
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NAVMC 1710.10

From: Commandant of the Marine Corps
To: Marine Corps Community Services (MCCS)

Subj: Child and Youth Programs (CYP) Records Management Protocol

Ref: (a) MCO 1710.30
(b) SECNAV M-5210.1, "Department of the Navy Records Management Program," September 23, 2019
(c) Department of the Navy retention schedule, part III, paragraph 2.b, chapter 7
(d) MCO 5210.11F
(e) DoD Manual 7750.08, "DoD Forms Management Program (FMP) Procedures," February 2020
(f) MCBUL 5210 W/ADMIN CH, Update to the Marine Corps Electronic Records Management Migration Plan, 19 Jan 2023

Encl: (1) Child and Youth Programs (CYP) Records Management Protocol

1. Purpose. To provide practices, procedures, and guidance for program records.

2. Background. A system is in place to guarantee required records are maintained appropriately and organized to ensure information is easily retrieved and disposed of in accordance with Marine Corps policy.

3. Procedures. The following procedures are in place to ensure appropriate management of Child and Youth Programs (CYP) records and documentation.

4. Information. Headquarters, U. S. Marine Corps, Marine and Family Program Division, Family Care Branch, Child and Youth Programs maintains and updates information as required.

5. Certification. This NAVMC is effective the date signed.

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Child and Youth Programs (CYP) Records Management Protocol

1. Maintaining Documents. A system is in place to guarantee required records are maintained appropriately and organized to ensure information is easily retrieved and accessible to authorized personnel.

a. Child and Youth Programs (CYP) records include information relevant to the program and are maintained in accordance with (IAW) reference (d) and collaboration with the Command Designated Records Manager. Records shall be managed in accordance with the applicable Standard Subject Identification Code (SSIC).

b. Required records are reviewed at time of Annual Unannounced Higher Headquarters Inspection.

c. CYP follows the following error correction process when an error is made in a record entry:

(1) A line is drawn through the entry, ensuring inaccurate information is still legible.

(2) The correct information is inserted, dated, and initialed by the person handling the document.

(3) Erroneous information is not obliterated or otherwise altered after the original entry by blacking out with marker, using whiteout, or writing over an entry.

2. Policy and Guidance Documents. Policy and guidance documents are used for internal programming and include, not limited to:

a. Installation policies pertinent to CYP.

b. Local Standard Operating Procedures are destroyed when 2 years old.

3. Program Records. Serve as accountability for internal operations and are destroyed after 3 years. Electronic copies are acceptable. Program records IAW reference (d) include, not limited to:

a. Inspection documentation.

b. Child/Staff hourly ratio documentation.

c. Menus.

d. Daily Sign In and Out documentation.

e. Meal count forms.

f. Employee schedules.

4. Participant Records. CYP maintains paper copies of the various forms and documents required to support programs and services in addition to maintaining electronic copies IAW reference (f). Electronic copies are managed through an electronic records repository (e.g., SharePoint, Shared Drive) with limited access and restricted permission to access. Participant

records include the forms in Table 1 as well as:

a. Families provide emergency contact information for individuals who are authorized for pickup and at least one of those individuals is local. Individuals listed are also considered emergency contacts.

b. Annual DD 2652 Application for Department of Defense (DoD) Child Care Fees (Child Development Programs (CDP) participants only) (retained 4 years, then destroyed - SSIC 7010.1).

c. Sponsor Leave and Earning Statement, W2 or equivalent (retained 4 years, then destroyed - SSIC 7010.1).

d. Documentation of current immunizations (or exemption of immunization) (retained 3 years, then destroyed - SSIC 1000-39).

e. Field Trip Permission documentation for each transported activity (School Age Care, Youth and Teen) (retained 3 years, then destroyed - SSIC 1000-39).

Table 1 CYP Participant Forms IAW reference (c).

Form Number	Form Name	SSIC	Retention
NAVMC 1750/7	USMC Child and Youth Programs Non-Medicated Topical Products Authorization	1000-39	Three Years Then Destroy
NAVMC 1750/10	USMC Child and Youth Programs Medication Authorization and Administration Record	1000-39	Three Years Then Destroy
NAVMC 1750/11	USMC Child and Youth Programs Controlled Medication Authorization, Administration Record and Daily Log	1000-39	Three Years Then Destroy
NAVMC 1750/4	USMC Child and Youth Programs Health Assessment	1000-39	Three Years Then Destroy
NAVMC 1750/5	USMC Child and Youth Programs Registration Form	1000-39	Three Years Then Destroy
NAVMC 11720	USMC Family Care Programs Consent to Release	1000-39	Three Years Then Destroy
NAVMC 1750/6	USMC Child and Youth Programs Incident Report	1000-39	Three Years Then Destroy
MFY 01	USMC Child and Youth Programs Behavior Tracking Tool	1000-39	Three Years Then Destroy
MFY 02a	USMC Child and Youth Programs Behavior Support Observation Tool Early Childhood	1000-39	Three Years Then Destroy
MFY 02b	USMC Child and Youth Programs Behavior Support Observation Tool School Age & Youth	1000-39	Three Years Then Destroy
MFY 02c	USMC Child and Youth Programs Behavior Support Observation Tool Family Child Care	1000-39	Three Years Then Destroy
MFY 03	USMC Child and Youth Programs Observation Debrief Tool	1000-39	Three Years Then Destroy
MFY 04a	USMC Child and Youth Programs Collaboration Support Tool: 3-5 Years	1000-39	Three Years Then Destroy
MFY 04b	USMC Child and Youth Programs Collaboration Support Tool: 5-7 Years	1000-39	Three Years Then Destroy
MFY 04c	USMC Child and Youth Programs Collaboration Support Tool: 8-10 Years	1000-39	Three Years Then Destroy
MFY 04d	USMC Child and Youth Programs Collaboration Support Tool: 11-18 Years	1000-39	Three Years Then Destroy
MFY 05	USMC Child and Youth Programs Behavior Support Plan	1000-39	Three Years Then Destroy
MFY 06	USMC Child and Youth Programs Strategy Tracker	1000-39	Three Years Then Destroy
MFY 07	USMC Child and Youth Programs Unattended Child Incident Guide - Level of Risk and Reporting Requirements	1000-39	Three Years Then Destroy
MFY 09	USMC Child and Youth Programs Infant, Pretoddler, and Toddler Family Conference	1000-39	Three Years Then Destroy
MFY 10	USMC Child and Youth Programs Preschool Family Conference	1000-39	Three Years Then Destroy
MFY 11	USMC Child and Youth Programs Infant/Pre-Toddler/Toddler Observing/Assessing a Child's Progress with Foundational Skills	1000-39	Three Years Then Destroy
MFY 12	USMC Child and Youth Programs Preschool Observing/Assessing a Child's Progress with Foundational Skills	1000-39	Three Years Then Destroy
MFY 13	USMC Child and Youth Programs Accommodations Planning Tool	1000-39	Three Years Then Destroy
MFY 14	USMC Child and Youth Programs Considerations for Risks & Fundamental Alterations	1000-39	Three Years Then Destroy
MFY 15	USMC Child and Youth Programs Inclusion Support Plan (ISP)	1000-39	Three Years Then Destroy
MFY 16	USMC Child and Youth Programs Health Support Plan (HSP)	1000-39	Three Years Then Destroy
MFY 17	USMC Child and Youth Programs Inclusion Action Team Meeting Minutes Template	1000-39	Three Years Then Destroy

5. Child and Youth Program (CYP) Professionals Records. The Local Human Resources Office (HRO) maintains CYP Professional records in the approved electronic management system, PeopleSoft. CYP retains duplicate records when appropriate. Records are returned to HRO 1 year after Professional separates from the program. Professional records include, at a minimum:

- a. Employment position title.
- b. Date of hire.
- c. Documentation of reference checks.
- d. Pay Grade- Non - Appropriated Funds (NAF)/ Appropriated Funds (APF).
- e. Employment status-Full-Time/Part-Time/Flex.
- f. Hourly pay rate.
- g. Annual health clearance by Naval Occupational Health (includes current immunizations).
- h. Documentation of required education.
- i. Department of Motor Vehicle (DMV) driving record (if applicable).
- j. Appropriate motor vehicle license (if applicable).
- k. Marine Corps Checklist for NAF and APF Employees (Background Check).
- l. The following items provide performance appraisal support for direct care professionals. Listed items are not required.
 - (1) Virtual Lab School (VLS) Competency Checklists.
 - (2) VLS End of Course Assessments.

6. Family Child Care (FCC) Provider Records. IAW reference (b) CYP retains records for the purpose of accountability for three years after the individual leaves the program. FCC Provider records include, at a minimum:

- a. Documentation of certification.
- b. Patron contract.
- c. Documentation of reference checks.
- d. Veterinary documentation (if applicable).
- e. Annual Health Clearance by Naval Occupational Health.
- f. Documentation of current immunizations (to include household members).
- g. CYP Professionals observations.
- h. Documentation of required education.

- i. DMV driving record (if applicable).
- j. Appropriate motor vehicle license (if applicable).
- k. Documentation of vehicle insurance (if applicable).
- l. Documentation of Child Care Insurance.
- m. Documentation of monthly monitor visits.
- n. Results of family interview.
- o. Marine Corps Checklist for FCC Providers (Background Check).

7. Volunteer Records. IAW reference (b) CYP retains these records when appropriate. Records are destroyed three years after leaving the program. Volunteer records include, at a minimum:

- a. Volunteer Agreement for APF Activity and NAF Instrumentalities.
- b. Documentation of required reference checks.
- c. Documentation of Immunizations, as required.
- d. Marine Corps Checklist for Volunteers (if applicable per HRO).

8. Contractors Records. CYP retains these records when appropriate. Contractor records include, at a minimum:

- a. Documentation of instructional certification (class instructors).
- b. Code of Ethics (if applicable).
- c. DMV driving record (if applicable).
- d. Appropriate motor vehicle license (if applicable).
- e. Marine Corps Checklist for Contractors (if applicable per HRO).

9. Forms Management. Information collected from 10 or more members of the public (not individuals on active duty) must follow the requirements of the Paperwork Reduction Act.

a. CYP professionals/forms sponsors ensure compliance with law, regulations, and policy pertaining to the forms process through coordination with installation office responsible for forms management and Headquarters, U. S. Marine Corps (HQMC), Marine and Family Programs Division (MF) Forms Management Officer IAW reference (e).

b. HQMC, Administration and Resource Management Division (AR) is the approval authority for the creation, alteration, and deletion of Marine Corps forms. CYP professionals/forms sponsors wishing to create, alter, amend, or delete forms should contact the installation office responsible for forms management and HQMC MF Forms Management Officer for the proper process.