

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
**DEPARTMENT OF THE AIR FORCE**

2 MAJOR SUBDIVISION  
**DIRECTORATE OF INFORMATION MANAGEMENT**

3 MINOR SUBDIVISION  
**RECORDS MANAGEMENT POLICY BRANCH**

4. NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE  
**JOYCE L. TRUETT (703) 614-3527**

LEAVE BLANK (NARA use only)

JOB NUMBER  
**NI-AFU-93-2**

DATE RECEIVED  
**10-14-92**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10  
*Acting*

DATE ARCHIVIST OF THE UNITED STATES  
**2/26/93 Raymond A. ...**

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 \_\_\_\_\_ 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.

DATE 7 Oct 92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Joyce L. Truett</i>	TITLE Chief, Records Management Policy Br Information Management Division
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p align="center"><b>EDUCATION SERVICES PROGRAM</b> (TABLE 213, RULES 2 and 2.1) (APPLICABLE Air Force-wide)</p> <p>Request approval to change Table 213-1, Rules 2 and 2.1 of AFR 4-20, Vol 2, Records Maintenance and Disposition Schedule as attached.</p> <p>The rationale for this change is to prevent unnecessary duplicate maintenance of the AF Form 1227, Authority for Tuition Assistance - Education Services Program. This form is forwarded to the Accounting and Finance Office with the Form 616, Request and Authority to Cite Funds. The change eliminates maintaining a duplicate copy at the base education office for invoices for other than reimbursements, failures, incompletes, waivers, or withdrawals. Reimbursements, failures, incompletes, waivers, or withdrawals will be kept for two years after action has been completed.</p> <p><i>Copy sent to agency 3/2/93</i></p>		

TABLE  
T213-1  
TITLE OF TABLE  
EDUCATION SERVICES PROGRAM

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*2	requests for tuition assistance	forms and other records	at base education offices with appropriate school contract invoices	destroy after invoices have been paid and final grades been recorded in Individual Record Education Services Program form.
*2.1	reimbursements, failures, incompletes, waivers, failures, or withdrawals			destroy 2 years after action has been completed.
3	Same			