

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

1 item

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

LEAVE BLANK	
DATE RECEIVED OCT 18 1976	JOB NO. NC 1-AFU-77-12
NOTIFICATION TO AGENCY - - -	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
10-22-76 (Date)	<i>James B Rhoads</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HQ USAF
2. MAJOR SUBDIVISION
Directorate of Administration
3. MINOR SUBDIVISION
Documentation Systems Division
4. NAME OF PERSON WITH WHOM TO CONFER
Mr. Neil Vandergraaf Jr
5. TEL. EXT.
756-2385
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.

9 OCT 1976

Herbert G. Geiger

**HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration**

Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">DEPENDENT'S SCHOOL RECORDS (Table 214-1)</p> <p align="center">(Applicable Air Force-wide)</p> <p>This submission establishes disposition criteria for records of Disclosures of Personally Identifiable Information pertaining to Student Education Records maintained by Dependent Schools Air Force-wide.</p> <p>The disposition criteria of 5 years or life of the record satisfies the provisions of the Privacy Act of 1974 in regards to retention of Disclosure Accounting and the requirements set forth by the Department of Health, Education and Welfare (HEW) 45 CFR Part 99. The notice of the HEW rule making was published in the Federal Register on January 6, 1975 at 40 FR 1208, and the Final Rule on Education Records was published in the Federal Register on June 17, 1976 at 41 FR 24662. The rule sets forth the requirements to be met by an educational agency or institution to protect the privacy of parents and students under Section 438 of the General Education Provisions Act, as amended.</p> <p>(Submission of this proposal to GAO is not contemplated nor considered necessary).</p>		

Copy to Agency 10-25-76 ad

DEPENDENT'S SCHOOL RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
16	Accounting of disclosures of personally identifiable information (General Education Provisions Act)	records of each request for and disclosure of personally identifiable information from a student's education record	documents indicating (1) the parties who have requested or obtained the information and (2) the legitimate interests these parties had in requesting or obtaining the information. (does not apply to disclosures to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student when the consent is specific as to the participants to whom the disclosures are to be made, disclosures to school officials, or disclosures of directory information).	maintain with specific student records to which they pertain for the life of those records, or for 5 years, whichever is longer, and dispose of in accordance with applicable rules.