

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	CGI-APU-8 79 10
DATE RECEIVED	NOV 17 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>11-22-78</i> Date	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVE SERVICE RECORDS DIVISION, INTON, DC 204**

1. FROM (AGENCY OR ESTABLISHMENT) DEPARTMENT OF THE AIR FORCE	
2. MAJOR SUBDIVISION 1947 Administrative Support Group (HQ USAF)	
3. MINOR SUBDIVISION Information Management and Resources Division	
4. NAME OF PERSON WITH WHOM TO CONFER Mrs M. B. Fouraker	5. TEL. EXT. 767-4495

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.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE 13 NOV 1978	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">EDUCATIONAL SERVICES PROGRAM RECORDS (Table 213-1) (Applicable Air Force-wide)</p> <p>The attached change to AFM 12-50, table 213-1, updates terminology and references in rule 1, columns B and D; rule 2, column C; rule 5, columns A, B and C; and rule 6, columns B and C. It also proposes to extend retention periods for rules 2 thru 4, and rule 5, column D, to meet new procedural requirements of AFR 213-1.</p> <p>The recommended disposition criteria is deemed adequate and necessary for current Air Force requirements. (Submission of this proposal to GAO is not necessary.)</p>		

sent to Agency only 11-24-78 MJ

213. Educational Services Program. This table covers documentation pertaining to implementation of the AF Educational Services Program through educational guidance, promotion of the Community College of the Air Force (CCAF), Extension Course Institute (ECI) participation, and Defense Activity for Non-Traditional Education Support (DANTES) opportunities.

TABLE 213-1

EDUCATIONAL SERVICES PROGRAM RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	individual's educational level and progress	* forms, supporting documents for entries of completed courses of study, transcripts or photostatic copies of high school and college credits, and unofficial copies of DANTES and other test reports.	a chronicle of educational level and progress	* forward to CEPO records custodian for disposition per AFR 35-44 (see table 35-1, rule 1!)
2	requests for tuition assistance	forms and other documents	* at education offices with appropriate school contract invoices	* destroy 2 years after close of the FY in which appropriation was made available for obligation, or on receipt of notification of liquidation of funds, whichever is applicable.
3	documents supporting consolidated grade sheets			
4	cases of noncompletion or failure			
5	* Defense Activity for Non-Traditional Education Support (DANTES)	* applications for tests, testing activity and inventory reports, and similar forms	* informational copies of forms supportive of DANTES activities	* destroy after 2 years.
6	education records not covered above	* applications and related documents prescribed by AFR 213-1 such as Bootstrap applications	* not required to be filed in the personnel record groups per AFR 35-44	destroy when purpose has been served.