REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

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 CONFERN
Mrs. Grace T. Rowe

5 TEL EXT
694-3527

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.

27 MAY 1980

HERBERT G. GEIGER, Chief
Information Mgt and Resource Div

1 ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

CHILD CARE CENTER RECORDS
(Table 215-5, Applicable AF-wide)

1 This is a new table to cover the disposition criteria for child care centers. With the approval of the proposed disposition authorities, we will delete "nursery collection sheets" in rule 46, table 176-3. The prescribing directive for child care centers changed from the 176 series to the 215 series. The proposed rules will amply serve the Air Force needs.

NN 170-33

115-107

Copies to agency

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>child care operations</td>
<td>patron registration cards used as a patron registration record, authorization for medical treatment in emergency situations, identify child and sponsor, and to record immunizations, known allergies, and special instructions</td>
<td>retained in child care centers</td>
<td>destroy upon reassignment or discharge of sponsor.</td>
</tr>
<tr>
<td>2</td>
<td>registers which provide daily record of attendance, record collection of fees, and sign-in and -out of patrons</td>
<td></td>
<td></td>
<td>destroy after 2 years.</td>
</tr>
</tbody>
</table>