

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

6/16/80 ✓

LEAVE BLANK	
JOB NO	NCI-AFU-80-31
DATE RECEIVED	June 3, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	6-16-80
Archivist of the United States	James E. O'Keefe

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 CONFER

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.

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
27 MAY 1980	<i>Herbert G. Geiger</i>	HERBERT G. GEIGER, Chief Information Mgt and Resource Div

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
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1	<p align="center">CHILD CARE CENTER RECORDS (Table 215-5, Applicable AF-wide) [T 215-4]</p> <p>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.</p>	NN 170-33	
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2 items

*Copies to agency
xwm*

* Table 215-5

CHILD CARE CENTER RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	child care operations	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	retained in child care centers	destroy upon reassignment or discharge of sponsor.
2		registers which provide daily record of attendance, record collection of fees, and sign-in and -out of patrons		destroy after 2 years.

[Note to user of SF 115: In Change 19 of AFM 12-50, Air Force numbered this table 215-4 instead of 215-5.]