

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

6/16/80

LEAVE BLANK	
JOB NO	
NCI-AFU-80-35	
DATE RECEIVED	
June 20, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-26-80 James E. O'Neil Date Acting Archivist of the United States	

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	5. TEL EXT
Mrs. Grace T. Rowe	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 3 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
10 JUN 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
1	<p align="center">EDUCATION SERVICES PROGRAM RECORDS (Table 213-1, applicable Air Force-wide)</p> <p>The purpose of this submission is to change column D for rules 2, 3 and 4. The present wording is not clear and uses procurement language which is not pertinent to the Education Services Programs.</p> <p>General Accounting Office (GAO) has no objection to the proposed revision. Copy of the GAO letter is attached for your information.</p>	NCI-AFU-79-10	3 items

115-107 *Copy to Agency: 630-80*

Educational Services Program Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
2	Requests for tuition assistance	forms and other documents	at education offices with appropriate school contract invoices	* destroy 2 years after tuition assistance has been paid to institution, final grade has been recorded in Individual Record Education Program form, or waiver of reimbursement or payment to Air Force has occurred, whichever is applicable.
3	documents supporting consolidated grade sheets			
4	cases of noncompletion or failure			