

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO
NCI-HFU-82-32

DATE RECEIVED
MARCH 16, 1982

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the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10

3-25-82 *Reddy*
Date 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
Directorate of Administration, HQ USAF

3 MINOR SUBDIVISION
Documentation Management

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 10 MAR 1982	D SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E TITLE JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources Div		
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	CHILD CARE CENTERS (Table 215-4) (Applicable Air Force-wide) The purpose of this submission is to change the disposition of the child care center registers described in rule 2 from destroy after 2 years to destroy after 3 years. The United States Department of Agriculture requires that the child care centers participating in the child care food program retain these records for 3 years. The Air Force child care centers participate in the referenced food program.		NCI-AFU-80-31	1 item

[No Mass Data Change Sheet Required, R/W 3/26/82]

Closed Out 4-9-82: *K.T.S.*
Copy to Agency

***TABLE 215-4**
CHILD CARE CENTERS

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 3 years.

AFM 12-50 (C19)

No change

10-628.4

[Note for NCD file copy: This job is superseded by NCI-AFU-82-51, signed by N on 5/19/82.]