

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-AFU-81-40

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. The items on this schedule are temporary. It is assumed that the items on this schedule were therefore superseded by N1-AFU-90-003.

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 & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL EXT.

694-3527

LEAVE BLANK

JOB NO

NCI - AFU - 81-40

DATE RECEIVED

March 4, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-9-81 *[Signature]*
Date Archivist of the United States

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

**HERBERT G. GEIGER, Chief
Information Mgt and Resource Div**

26 FEB 1981

Herbert G. Geiger

7. ITEM NO.

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

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

1

**EDUCATIONAL SERVICES PROGRAM (Table 213-1)
(Applicable Air Force-wide)**

The purpose of this submission is to add rules 7 and 8. Rule 7 covers the Education Services Report. This is a basic management tool for use by Education Services Officers and Education Directors at all levels. It provides information by which base and command programs can be evaluated, and more immediately, self-evaluated. Areas of progress and problems can be identified by comparison of reports. We have determined that the reports could be destroyed after 5 years or when no longer needed for administrative purposes, whichever is later. This flexibility is required since some education offices need the analysis capability for longer than the 5-year period. *[Amended by R. Wine per G. Rowe 3/12/81]*
Rule 8 covers the memorandum of understanding (agreements) made between the Air Force and schools for institutional programs conducted through the Education Services Program on bases. These agreements may be destroyed 2 years after the termination or cancellation of the specific institutional programs. All agreements and changes are essential as a look-back to justify propriety of the agreements, studying trends and working out additional agreements with the institutions.

~~NCI - AFU -
80-35~~

2 items

*Closed Out: 4-14-81: R.T.D.
Copy to Agency*

Copy to NNIM 4/10/81 R.A.W.

TABLE 213-1 Educational Services Program

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*7	education services pro- gram report	forms and supporting docu- ments	at HQ USAF, major com- mands, or education offices	destroy after 5 years or when no longer needed, ^{in Air Force office space} for analysis purposes, whichever is later. [Amended by R. Wile per G. Rowe, 3/12/81]
*8	memorandum of understanding	agreements and changes thereto	at major commands or education offices	destroy 2 years after termina- tion or cancellation of institutional program.