

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	<b>NCI - AFU - 81-40</b>
DATE RECEIVED	<b>March 4, 1981</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>4-9-81</b> Date	<i>Herbert G. Geiger</i> 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 & 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 <b>26 FEB 1981</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE <b>HERBERT G. GEIGER, Chief Information Mgt and Resource Div</b>
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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"><b>EDUCATIONAL SERVICES PROGRAM (Table 213-1) (Applicable Air Force-wide)</b></p> <p>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. <i>[Amended by R. Wire per G. Rowe 3/12/81]</i></p> <p>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.</p>	<del>NCI-AFU-80-35</del>	<i>2 items</i>

TABLE 213-1 Educational Services Program

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  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 <sup>in Air Force office space</sup> for analysis purposes, whichever is later. <i>[Amended by R. Wike per G. Rowe, 3/12/81]</i>
*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.