

*Wallace*

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20409

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

5 TEL EXT

Mrs. Grace T. Rowe

694-3527

LEAVE BLANK

JOB NO  
**NCI-AFU-82-51**

DATE RECEIVED  
**May 6, 1982**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request and any amendments is approved except for items that may be stamped disposal not approved or withdrawn in column 10

**5-19-82** *Edward Weidner*  
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 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 <b>29 APR 1982</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E TITLE <b>JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources 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><b>CHILD CARE CENTERS (Table 215-4) (Applicable Air Force-wide)</b></p> <p>The purpose of this submission is to modify the disposition standards for rules 1 and 2, table 215-4.</p> <p>Since state and local governments are designated to monitor Air Force child care centers and each has its own rules and retention requirements, we must modify rule 1, column D to add "or after period specified in intergovernmental agreements with state or local agencies designated to monitor Air Force child care centers, whichever is later."</p> <p>The minimum retention period for child care registers covered in rule 2, column D must remain at 3 years per job number NCI-AFU-82-32, approved 25 March 1982. We also must modify column D to rule 2 by adding "or period specified in intergovernmental agreements with state or local agencies authorized to monitor Air Force child care centers, whichever is later."</p> <p>In talking with child care directors, it became known <i>[Mass data change sheet required]</i></p>	NCI-AFU-82-32	2 items

*Closed Out: 6-8-82: [Signature]  
Copy to Agency*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 of 2
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>that some centers participating in the US Department of Agriculture food program are not being audited at normal scheduled intervals. Therefore, the additions to rules 1 and 2 will ensure the records are retained a sufficient period to satisfy audit requirements. We were not aware of the sporadic audit schedule and various state requirements when we submitted job NC1-AFU-82-32. Otherwise, we would have submitted the contingency clause at that time to permit longer retention of the records. We do not need concurrence of GAO on this action since funds involved are non-appropriated funds. ✓</p>		

AFM 12-50

*TABLE 215-4				
CHILD CARE CENTERS (note)				
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, special instructions and related documentation	retained in child care centers	*destroy upon reassignment or discharge of sponsor or after period specified in inter-governmental agreements with state or local agencies designated to monitor Air Force child care centers, whichever is later.
2		registers which provide daily record of attendance, record collection of fees, sign-in and out of patrons, and related documentation		*destroy after 3 years, or period specified in intergovernmental agreements with state or local agencies authorized to monitor Air Force child care centers, whichever is later.

10-628.4

Note: The records covered by this table are not authorized for retirement to a Federal records center.

[Amended by R. Wirt per G. Rowe, 5/17/82]