

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. *NI-AFL-87-22*

DATE RECEIVED *6/1/87*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

DATE *6-9-87* ARCHIVIST OF THE UNITED STATES *Frank A. Bury*

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)
OFFICE OF THE SECRETARY OF THE AIR FORCE

2. MAJOR SUBDIVISION
DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION

3. MINOR SUBDIVISION
RECORDS MANAGEMENT BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER
PIERRE J. JOST

5. TELEPHONE 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 TWO page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

| | | |
|---------------------------|---|---|
| 6. DATE <i>5/12/87</i> | C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i> | D. TITLE GRACE T. ROWE Records Management Branch Directorate of Information Mgt & Ad |
|---------------------------|---|---|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
| 1 | <p>HONORS AND AWARDS (TABLE 900-1) (Applicable Air Force-wide)</p> <p>The purpose of this request is to combine Rules 16, 17, and 18 into one rule (Rule 16), and therefore, change the disposition instructions for nonselected nominees from "Destroy after 6 months" to "Destroy after 1 year".</p> <p>JUSTIFICATION: All records pertaining to a particular board can be maintained in one folder and destroyed after one year. At the present time, a separate folder must be established to maintain nonselected nominees, cut off at the end of each month and maintained for six months. This proposal will reduce maintenance of extra files and all records pertaining to a board can be destroyed on an annual basis.</p> <p><i>Agency copy sent 6/10/87 gm</i></p> | | |

TABLE 900-1 - HONORS AND AWARDS

| R U I. E. | A | B | C | D |
|--------------------|---|---|---|----------------------|
| | If documents are or pertain to | consisting of | which are | then |
| 16 | outstanding personnel programs, e.g. outstanding NCO/Airman award, Junior Officer of the Quarter, outstanding Manager of the Year, AFA representative | personal data, letters of nomination, photographs, and related papers | selected nominees, nonselected nominees and minutes of board meetings | destroy after 1 year |
| 17 | RESERVED | | | |
| 18 | RESERVED | | | |
| | | | | |