

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. **NI-AFU-89-30**

**TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20400**

DATE RECEIVED **8/1/89**

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE - HQ USAF

2. MAJOR SUBDIVISION

DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION

3. MINOR SUBDIVISION

RECORDS MANAGEMENT POLICY SECTION

4. NAME OF PERSON WITH WHOM TO CONFER

Pierre J. Jost

5. TELEPHONE EXT.

694-3527

DATE

3/2/90

ARCHIVIST OF THE UNITED STATES

[Signature]

In accordance with the provisions of 44 U.S.C. 3303, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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 THREE 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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

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

8. DATE

JUL 8 1989

C. SIGNATURE OF AGENCY REPRESENTATIVE

Ina T Rowe

D. TITLE

GRACE T. ROWE, Chief, Rcds Mgt Policy Sec
Directorate of Information Mgt & Admin

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 GRS OR SUPERSEDED JOB CITATION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 HONORS AND AWARDS
(TABLE 900-1, RULE 4)
(APPLICABLE AIR FORCE-WIDE)

Request you approve the addition of a rule to cover the disposition of the checklists for honors other than funeral/memorial services. These checklists (AF Form 1946 - Honor Guard Checklist) (see atch) are designed for use for both funeral/memorial services under Air Force Regulation 143-1, and honor guard services other than funeral/memorial services under a different regulation (AFR 900-37). Part 5 of the form is designed for the latter, but there are no disposition instructions when this portion of the form is used. Upon recommendations from the office responsible for this type of records, we would like to destroy the completed form(s) 1 year after the honors are rendered. On the other hand, we would also like to add a Rule 12 to Table 143-2 (DISPOSITION OF REMAINS OF DECEASED PERSONNEL) to refer the reader to Table 900-1.

*Copies sent to Agency
MMT, MMW 3/8/90*

TABLE 900-1

TITLE OF TABLE
HONORS AND AWARDS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
4	military honors checklist	completed military honors checklist forms for honors other than funeral/memorial services	at bases that provide military honors	destroy the completed forms 1 year after honors rendered.