


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. <i>NI AFU-91-21</i>	DATE RECEIVED <i>3-11-91</i>
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION RECORDS MANAGEMENT POLICY BRANCH			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Pierre J. Jost</i>	5. TELEPHONE EXT. <i>694-3527</i>	DATE <i>6/14/91</i>	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 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

B. DATE 5 MAR 1991	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jay N. Rivest</i>	D. Title JAY N. RIVEST, Rcds Mgt Policy Branch Directorate of Information Management
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(INARS USE ONLY)</i>
1	<p style="text-align: center;">HONORS AND AWARDS (TABLE 900-1, RULES 48-51) (APPLICABLE AIR FORCE-WIDE)</p> <p>HQ TAC has asked that we add four new rules concerning the maintenance and disposition of the Manpower Awards. Currently, there is no table and rule for the Manpower Awards for Professional Excellence in our regulation (AFR 12-50, Volume II). A documentation file is necessary to maintain the nomination packages and approved winner's documentation. The prescribing directive stipulates that "the purpose is to recognize outstanding management engineering teams and persons who have contributed to the advancement of manpower during the previous 12 months ending on 31 December."</p> <p>See attached table format showing how we want to publish the change in our next revision if you approve this request.</p> <p style="text-align: right;"><i>Copies sent to agency, NCF 6/19/91</i></p>		

TABLE 900-1

48	Manpower Awards	Nominations, minutes of meeting, selectees, non-selectees, & other records relating to awards for outstanding achievements in manpower for professional excellence.	At HQ USAF	Destroy after 2 years, or when no longer needed.
49			Approved Awards (record copy) MAJCOM	Destroy after 2 years.
50			Disapproved Awards (record copy) MAJCOM	Destroy after 1 year.
51			Initiating Activity	