

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-AFU-94-8</i>	
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED <i>6-20-94</i>	
2 MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION RECORDS MANAGEMENT POLICY BRANCH		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE		
PIERRE J. JOST	(703) 614-3527	<i>10/17/94</i>	<i>Ralph C. Bledsoe</i>

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE JUN 17 1994	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	TITLE GRACE T. ROWE Chief, Records Mgt Policy Branch Directorate of Information Mgt
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>HONORS AND AWARDS (TABLE 900-1, RULES 52, 53, & 54) (APPLICABLE AIR FORCE-WIDE)</p> <p>We want to add three rules to cover for the disposition instructions of the Acquisition Awards. These records are maintained by the Acquisition community at different organizational levels and are prescribed by Air Force Instruction 36-2835. Awards are presented annually to recognize deserving Acquisition military members and civilian employees. At SAF/AQ the retention of these records will be used for historical purposes to help safeguard against repeated nominations of same individuals and also to ensure that the panels have correct reference material needed to make the proper selection. Approve and disapproved recommendations will be maintained for 2 years at the intermediate headquarters and initiating activities will destroy the records after 1 year.</p> <p>NO PRIVACY ACT MATERIAL WILL BE INVOLVED.</p>		

Copies sent to Agency and NCF @ 10/20/94

TABLE 900-1

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52	Acquisition Awards	nominations, minutes of meetings, selectees, non-selectees, and other records relating to awards authorized IAW AF Instructions.	at SAF/AQ	destroy after 3 years or when no longer needed, which ever is later.
53		approved and disapproved recommendations and related records	at intermediate headquarters	destroy after 2 years.
54			at initiating activities	destroy after 1 year.