REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
MR J. E. DAGWELL

5. TEL. EXT.
756-2380

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 __page(s)__ are not now needed for the business of this agency or will not be needed after the retention periods specified.

Date
11 NOV 1976

(Signature of Agency Representative)

HERBERT R. GEISEN, Chief
Documentation Systems Division
Director, Class Administration

7. ITEM NO.
8. DESCRIPTION OF ITEM
Without Inclusive Dates or Retention Periods
HONORS AND AWARDS RECORDS 
(TABLE 900-1)

The purpose of this submission is to revise descriptions and disposition criteria to provide more specific disposition instructions.

Proposed rule 11.1 provides disposition instructions for initiating and intermediate monitoring headquarters who must maintain records of disapproved recommendations for one year after disapproval.

Proposed rules 20 and 33 reduce permanent retention to specific time frame since the record copy and supporting documentation does not meet the criteria for permanent retention; names of recipients of these awards having historical value will be included in the command history. Rule 34 has been deleted.

Proposed rule 42 provides description and disposition instructions for the new air traffic controller badge.

Proposed rules 21, 22, 35 and 37, reduce retention periods from 2 years to 1 year and from 5 years to 2 years to more realistically reflect minimum Air Force requirements.

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN
NN-172-57

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>Rule</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.1</td>
<td>*</td>
<td>decorations to individuals (military and civilian personnel)</td>
<td>case files of recommendations, decisions, announcements of awards, minutes of awards, board meetings, and related correspondence</td>
<td>*approved/disapproved recommendations maintained by initiating and intermediate monitoring headquarters</td>
</tr>
<tr>
<td>20</td>
<td>safety awards</td>
<td>nominations and other documentation relating to awards for outstanding achievement in the prevention of accidents</td>
<td>approved awards (record copy)</td>
<td>destroy after 2 years</td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td>disapproved awards (record copy)</td>
<td>destroy after 1 year or when purpose has been served, whichever is sooner</td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>33</td>
<td>transportation awards</td>
<td>* supporting documentation relating to annual transportation awards</td>
<td>*at all levels</td>
<td>destroy after 1 year</td>
</tr>
<tr>
<td>34</td>
<td>Reserved</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>35</td>
<td>air traffic control annual awards</td>
<td>documents pertaining to the selection of air traffic controller/facility of the year, including nominations, records of board meetings, awards presentation, and related records</td>
<td>records of selected individual/facility, board records, and related correspondence at AFCS</td>
<td>destroy after 2 years</td>
</tr>
<tr>
<td>37</td>
<td>aircraft &quot;save&quot; awards</td>
<td>exemplary service reports, certificates, review board records, and related documents</td>
<td>approved awards at HQ AFCS</td>
<td>destroy after 2 years</td>
</tr>
<tr>
<td>42</td>
<td>air traffic controller badge</td>
<td>applications and related documents for award of air traffic controller badge</td>
<td>at approving/disapproving or intermediate levels</td>
<td>destroy after 1 year</td>
</tr>
</tbody>
</table>