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, HQ USAF

3 MINOR SUBDIVISION
Documentation Management

4 NAME OF PERSON WITH WHOM TO CONFER
Mrs. Grace T. Rowe 694-3527

5 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☐ B Request for disposal after a specified period of time or request for permanent retention.

6 DATE 19 AUG 1982

7 SIGNATURE OF AGENCY REPRESENTATIVE
James E. Dagwell
Chief, Documentation Management
Directorate of Administration

8 DESCRIPTION OF ITEM
(HWith Inclusive Dates or Retention Periods)

HONORS AND AWARDS (Table 900-1) (Applicable Air Force-wide)

1 The purpose of this submission is to change the disposition of table 900-1, rule 26, approved Air Force maintenance awards recommendations files at HQ USAF from permanent to destroy after 2 years. The permanent requirements such as names of individuals or unit winners are included in the Directorate of Maintenance and Supply history and the individual unit histories. The 2 year period will adequately serve the administrative needs of the Air Force.

9 SAMPLE OR JOB NO
NN-170-33

10 ACTION TAKEN
No new data change sheet required, Copy of Job to SWM by

20 AUG 1982

Copy to Agency

9/10/82

9-10-82 CM

STANDARD FORM 113
Revised April, 1975
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>
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</thead>
<tbody>
<tr>
<td>26</td>
<td>AF Maintenance Awards</td>
<td>applications and background material, and related documents</td>
<td>approved recommendations at HQ USAF</td>
<td>*destroy after 2 years.</td>
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