

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-AFW-84-39
DATE RECEIVED	7/16/84
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	1984
Archivist of the United States	[Signature]

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

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

2. MAJOR SUBDIVISION  
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION  
Records Mgt Branch

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

5. TEL EXT  
694-3527

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 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.

C. DATE JUL 1984	D. SIGNATURE OF AGENCY REPRESENTATIVE Grace T Rowe	E. TITLE GRACE T. ROWE Records Mgt Branch
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	HONORS AND AWARDS (Table 900-1) (Applicable Air Force-wide)		
1	The purpose of this submission is to add 3 rules to table 900-1 to cover the AF Administration Awards. Rule 43 covers the records kept at HQ USAF. The 3 year or when no longer needed, whichever is later retention period is required to satisfy the reference requirement and provide trend analysis at HQ USAF.		
2	Rule 44 covers the records at intermediate headquarters. Retention for 2 years will adequately serve the administrative requirement for these records.		
3	Rule 45 covers records at the initiating activities. Retention for 1 year will adequately serve the administrative requirements for these records.		

No mass data change sheet required. Copy of job sent to agency and to NAWM by RAW on 12/27-84.

3 items

TABLE 900-1 HONORS AND AWARDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*43	AF Administration Awards	nominations, minutes of meetings, selectees, non-selectees, and other records relating to awards authorized IAW AFR 900-35	at HQ USAF	destroy after 3 years or when no longer needed, whichever is later
*44		approved and disapproved recommendations and related records	at intermediate headquarters	destroy after 2 years.
*45			at initiating activities	destroy after 1 year.