

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 NCI-AFU-85-37	DATE RECEIVED 8-15-85
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Directorate of Administration, HQ USAF		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disposal request including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Mr R. P. Dwyer	5 TELEPHONE EXT. 694-3494	DATE 6-30-87	ARCHIVIST OF THE UNITED STATES <i>Frank B. Burke</i>
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 4 page(s) are not now needed for the business of the 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 12 AUG 1985	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
------------------------------	--	---

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>(NARS USE ONLY)</i>
	HONORS AND AWARDS (Table 900-1) (Applicable Air Force-wide)		
	The current Table 900-1 does not cover adequately the disposition of decorations to individuals case files. We believe only six U. S. military decorations deserve permanent retention, remainder being eligible for disposition at shorter time frames. Proposed Rules 10 - 11.2 replace current Rules 10 and 11; Rule 11.3 replaces current Rule 11.1.		
1	Rule 10. Covers disposition of approved specific U. S. military decorations case files. As these case files have continuing government and public interest, they deserve permanent retention. They include recommendations considered as narrative historical accounts of bravery in combat, heroism in non-combat situations, extraordinary performance of duty, and exceptionally meritorious service. These case files are arranged alphabetical, the volume on hand is six cubic inches, no case files are in records centers, and volume of annual accumulation is minimal.	NN-170-33	
2	Rule 11. Covers disposition of remaining approved U. S. military, U. S. nonmilitary and foreign decorations case files. Recommend a 25 years disposition, since these decorations are not in the highest category of the Rule 10 decorations. <i>See attached for revised rules 10 and 11. FSAP</i>	NN-170-33	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
3	Rule 11.1. Covers disposition of disapproved U. S. military, U. S. nonmilitary and foreign decorations case files. Recommend a 35 years disposition to allow individuals a chance to challenge disapprovals while within and after leaving military service.	NN-170-33	
4	Rule 11.2. Covers disposition of Air Force achievement and unit/campaign awards case files. Recommend a 1 year disposition, as the requirements to receive an award are not as demanding as for receiving a decoration.	NN-170-33	
5	Rule 11.3. Covers disposition of decorations and awards case files at initiating and intermediate monitoring headquarters. No change from current Rule 11.1 disposition.	NCI-AFU-77-32	
6	Rule 11.4. Covers disposition of copies of records relating to refused decorations. Recommend a 3 month disposition, as a copy of the order and citation, along with a signed letter or statement from the individual documenting nonacceptance, is filed in the member's personnel record.		
7	Note 2. Added to explain when Rule 10 records are sent to the National Archives.		
8	Note 5. Currently Note 2, but changed slightly to delete unnecessary words.	NN-170-33	
9	Note 6. Added to explain which records related to a decoration refused are filed in member's personnel record.		

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
10	decorations to individuals (military and civilian)	case files of recommendations, decisions, awards announcements, board meeting minutes, and related records	approved U.S. military decorations (Medal of Honor, Air Force Cross, Distinguished Service Medal, Silver Star, Distinguished Flying Cross, Airman's Medal) for war and peacetime; all other approved U.S. military, U.S. nonmilitary, and foreign decorations relating to wartime and/or combat activities, at awarding/approving authority	retire as permanent (note 2).
11			approved peacetime U.S. military, U.S. nonmilitary, and foreign decorations at awarding/approving authority	destroy after 25 years.
11.1			disapproved U.S. military, U.S. nonmilitary, and foreign decorations at disapproving authority	destroy after 35 years (note 5).
11.2			approved/disapproved Air Force achievement and unit/campaign awards at awarding/disapproving authority	destroy after 1 year.

TABLE 900-1 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
11.3			approved/disapproved decorations and awards at initiating and intermediate monitoring headquarters	destroy after decoration is awarded or 1 year after disapproval.
11.4		copies of records relating to refused decorations	at awarding authority	destroy after 3 months (note 6).
<p>NOTES:</p> <p>2. Offer to the National Archives in 5-year blocks when latest record is 25 years old.</p> <p>5. Disapproval authority will forward a copy of the document announcing decision, and a copy of the proposed citation annotated "Disapproved" for each individual, for filing in the member's Master Personnel Record Group.</p> <p>6. Approval authority will forward a copy of the order and citation, along with a signed letter or statement from the individual documenting nonacceptance, for filing in the member's Unit Personnel Record Group.</p>				