



ITEM NO.	DESCRIPTION	JOB CITATION	ACTION
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1	604-03		
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Unit award case files

Description

Information reflecting the recommendations, review and approval or disapproval of awards to units. Included in each case are--

- a. Approved or disapproved certificates.
- b. Certificates.
- c. Similar information

Disposition

- a. Offices exercising awarding authority: Permanent. Offer to NARA in five-year blocks when 20 - 25 years old
- b. Other offices. Destroy after 1 year. No change from current disposition standard.

*Annual accumulation of permanent files is ca. 1-1/2 feet.*