

*Wallace*  
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(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, HQ USAF**

3. MINOR SUBDIVISION

**Documentation Management**

4. NAME OF PERSON WITH WHOM TO CONFER

**Mrs. Grace T. Rowe**

5. TEL EXT

**694-3527**

LEAVE BLANK

JOB NO

**NC1-461-82-3**

DATE RECEIVED

**June 2, 1982**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*12-15-82* *[Signature]*  
Date Archivist of the United States

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

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

**JAMES E. DAGWELL**  
**Documentation Management Branch**  
**Information Mgmt and Resources Div**

**28 MAY 1982**

*[Signature: James E. Dagwell]*

7. ITEM NO

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO

10. ACTION TAKEN

1

**AWARDS (Table 900-1, USAFA Regulation 12-50)  
(Applicable to the Air Force Academy)**

The purpose of this submission is to establish retention periods for the Thomas D. White National Defense Award nominations. Rule 3 covers the selected nomination file which may be destroyed after 2 years. Rule 4 covers non-selected nominations. These may be destroyed after 1 year. The Thomas D. White National Defense Award is not the same Thomas D. White award referenced in AFM 12-50, Table 900-1, rules 23 - 25. The award in rule 3, this table is initiated and managed by the USAF Academy. The documentation in rules 3 and 4 are used to provide controls on the nominations. The award is presented annually to a living citizen of the United States who has contributed significantly to the national defense and security of the United States.

**NC1-AFU-77-60**

*Mass data change sheet not required.*

*4 items*

115-107

*Closed out: 12-21-82: cm Copy of job sent to NNM by RAW, 12/21/82.  
Copy to Agency*

**STANDARD FORM 115**  
Revised April, 1975  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

TABLE 900-1

## AWARDS

R U L E	A	B	C	D	E
	If documents are or pertain to	Consisting of	Which are	Then	Former Table and Rule
1	Cadet Awards	case files containing correspondence pertaining to donor sponsorship. Used in continuous correspondence to new award proposals and financial accounting for sponsorship continuation	at Cadet Award Section	* destroy after 50 years. (See note)	same
2			at selection office	destroy after 1 year.	same
3	Thomas D. White National Defense Award	nominations, biographical sketch, correspondence requesting board members, Superintendent's approval and Chief of Staff Air Force approval	* selected nominations at Personal Affairs	* destroy after 2 years.	same
4 *			nonselected nominations at Personal Affairs	destroy after 1 year.	new

NOTE: Retained at USAF Academy for entire retention period.