

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFL-87-22

DATE RECEIVED

6/1/87

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

OFFICE OF THE SECRETARY OF THE AIR FORCE

2. MAJOR SUBDIVISION

DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION

3. MINOR SUBDIVISION

RECORDS MANAGEMENT BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER

PIERRE J. JOST

5. TELEPHONE EXT.

694-3527

DATE

6-9-87

ARCHIVIST OF THE UNITED STATES

Frank S. Burt

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 TWO page(s) are not now needed for the business of this 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

5/12/87

C. SIGNATURE OF AGENCY REPRESENTATIVE

Inace T. Rowe

D. TITLE

GRACE T. ROWE
Records Management Branch
Directorate of Information Mgt & Ad

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SUPERSEDED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)

1

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

The purpose of this request is to combine Rules 16, 17, and 18 into one rule (Rule 16), and therefore, change the disposition instructions for nonselected nominees from "Destroy after 6 months" to "Destroy after 1 year".

JUSTIFICATION: All records pertaining to a particular board can be maintained in one folder and destroyed after one year. At the present time, a separate folder must be established to maintain nonselected nominees, cut off at the end of each month and maintained for six months. This proposal will reduce maintenance of extra files and all records pertaining to a board can be destroyed on an annual basis.

Agency copy sent 6/10/87 gm

