

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

8 items

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

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

MR J. E. DAGWELL

5. TEL. EXT.

756-2380

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED NOV 15 1976	JOB NO. NC 1-AFU-77-32
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 "with-drawn" in column 10.	
3-24-77	<i>James B. Rhoads</i> Archivist of the United States
(Date)	

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.

11 NOV 1976

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>HONORS AND AWARDS RECORDS (TABLE 900-1)</p> <p>The purpose of this submission is to revise descriptions and disposition criteria to provide more specific disposition instructions.</p> <p>Proposed rule 11.1 provides disposition instructions for initiating and intermediate monitoring headquarters who must maintain records of disapproved recommendations for one year after disapproval.</p> <p>Proposed rules 20 and 33 reduce permanent retention to specific time frame since the record copy and supporting documentation does not meet the criteria for permanent retention; names of recipients of these awards having historical value will be included in the command history. Rule 34 has been deleted.</p> <p>Proposed rule 42 provides description and disposition instructions for the new air traffic controller badge.</p> <p>Proposed rules 21, 22, 35 and 37, reduce retention periods from 2 years to 1 year and from 5 years to 2 years to more realistically reflect minimum Air Force requirements.</p>	NN-172-57	

sent to agency and NCW-3/28/77 JEP

TABLE 900-1

HONORS AND AWARDS RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
11.1 *	decorations to individuals (military and civilian personnel)	case files of recommendations, decisions, announcements of awards, minutes of awards board meetings, and related correspondence	* approved/disapproved recommendations maintained by initiating and intermediate monitoring headquarters	* destroy after decoration has been awarded or 1 year after disapproved
20	safety awards	nominations and other documentation relating to awards for outstanding achievement in the prevention of accidents	approved awards (record copy)	* destroy after 2 years
21			disapproved awards (record copy)	* destroy after 1 year or when purpose has been served, whichever is sooner
22			other than rules 20 and 21	
33	transportation awards	* supporting documentation relating to annual transportation awards	* at all levels	* destroy after 1 year
* 34	Reserved			
35	air traffic control annual awards	documents pertaining to the selection of air traffic controller/facility of the year, including nominations, records of board meetings, awards presentation, and related records	records of selected individual/facility, board records, and related correspondence at AFCS	* destroy after 2 years
37	aircraft "save" awards	exemplary service reports, certificates, review board records, and related documents	approved awards at HQ AFCS	* destroy after 2 years
* 42	air traffic controller badge	applications and related documents for award of air traffic controller badge	at approving/disapproving or intermediate levels	destroy after 1 year