

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-AFU-91-10	DATE RECEIVED 1-18-91
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT		In accordance with the provisions of 44 USC 3305a 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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 POLICY BRANCH			
4. NAME OF PERSON WITH WHOM TO CONFER Pierre J. Jost	5. TELEPHONE EXT. 694-3527	DATE 3/29/91	ARCHIVIST OF THE UNITED STATES 

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 16 JAN 1991	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jay N. Rivest</i>	D. Title JAY N. RIVEST, Rcds Mgt Policy Branch Directorate of Information Management
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7 ITEM NO	B 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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
1	<p>HONORS AND AWARDS (TABLE 900-1, RULES 5 AND 12) (APPLICABLE AIR FORCE-WIDE)</p> <p>Our regulation (AFR 12-50, Vol II) indicates that the records in T900-1, R5 (Memorialization Program) are PERMANENT. However, NARA has never approved the disposition instruction. We contacted the OPR for these records (Recognition and Special Programs Division (DPMASA)) at Randolph AFB, TX, were advised that the destruction is inappropriate and that they should be kept permanently because they contain historical data, biographies, special orders documenting such actions, and case files in naming Air Force bases, streets, buildings, recreational activities in honor of outstanding individuals, and extensive research made towards final approval. A little over 4 cubic feet are on hand in their office files with an annual accumulation of 1 cubic foot.</p>		
2	<p>Also the OPR wants to change to disposition instructions of the records in T900-1, R12 (Decorations to foreign nationals and US citizens not employed by the US Government). NARA never approved</p>		

*Copies sent to agency, NN-W, NNT NCF 4/1/91*

the disposition instructions ~~and the OPR has determined that "destroy after 25 years" is a more appropriate disposition than permanent retirement.~~

Request you approve this request for inclusion in our disposition standards.

Air Force agrees that item 12 should  
NOW READ ... permanent (see note 2)

approved  
Francis T Rowe  
19 Feb 91

**900. Awards, Ceremonies, and Honors.** Tables in this series cover records pertaining to decorations, organizational emblems, memorialization program, awards not covered elsewhere in this regulation, and the suggestion program.

TABLE 900-1				
HONORS AND AWARDS (see note 1)				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	special honors, trophies and awards	records pertaining to the special trophies and awards program sponsored by AF and private organizations, such as the General Curtis E. LeMay Personnel Services Trophy and USAF Personnel Awards, including nominations of individuals, units and groups, minutes of board meetings, announcements of awards, and related forms and correspondence	at HQ USAF or HQ AFMPC	retire as permanent
2			at initiating activities	destroy after 2 years
3			at intermediate headquarters and all nonselected nominations	destroy after 1 year
★4	military honors checklist	completed military honors checklist forms for honors other than funeral/memorial services	at base that provide military honors	destroy the completed forms 1 year after honors rendered.
5	memorialization program	case files accumulated by AFMPC MPCASA and each level of command in naming AF bases, streets, buildings, recreational activities, etc., in honor of outstanding individuals	at HQ AFMPC DPMAJA or initiating activities	retire as permanent
6			at major and subordinate commands	destroy 1 year after completion of case.
7	organizational emblems	copies of official emblem elements, approvals, records resulting from changes in emblem, and copyright releases	at initiating activities	forward to HQ USAFHRC RIO on inactivation of activity.
8			at intermediate headquarters	forward to USAFHRC RIO when no longer needed.
9			at HQ USAFHRC RIO	retire as permanent (see note 3).
10	decorations to individuals (military and civilian)	case files of recommendations, decisions, awards, announcements, board meeting minutes, and related documents	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 (see 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 (see note 5)
11.2			approved disapproved Air Force achievement and unknown campaign awards at awarding disapproving authority	destroy after 1 year

TABLE 900-1. CONTINUED

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  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 (see note 6).
12	decorations to foreign nationals and US citizens not employed by US Government	case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents		<del>retire as permanent</del> 2 years after completion of case.
13	decorations to units		approved and disapproved recommendations	destroy 2 years after completion of case.
14	decoration recommendations forwarded to lower headquarters	Records generated when a higher headquarters disapproved recommendation and forwards it to a lower headquarters for consideration of a lesser award		destroy 2 years after completion of action.
15	favorable communications	records not required for processing under AFR 900-48		destroy after 1 year.
16	outstanding personnel programs, e.g. outstanding NCO Airman award, Junior Officer of the Quarter, outstanding Manager of the Year, AFA representative	personal data, letters of nomination, photographs, and related papers	selected nominees, non-selected nominees and minute of board meetings	
17	RESERVED			
18	RESERVED			

*more  
noted*

TABLE 900-1. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
37	aircraft "save" awards	exemplary service reports, certificates, review board documentation, and related data	approved awards at HQ AFCC	destroy after 2 years.
38			disapproved awards at HQ AFCC	destroy after 1 year.
39			certificates at units to which issued	destroy on inactivation of unit, or when obsolete, whichever is sooner.
40			all others not covered by rules 37, 38, and 39	destroy after 1 year.
41	air weapons controller badge	applications and related records for award of air weapons controller badge, senior air weapons controller badge, or master air weapons controller badge	at approving/disapproving or intermediate levels	destroy after 1 year.
42	air traffic controller badge	applications and related records for award of air traffic controller badge	at approving/disapproving or intermediate levels	destroy after 1 year.
43	AF Administration Awards	nominations, minutes of meetings, selectees, non-selectees, and other records relating to awards authorized IAW AFR 900-35	at HQ USAF	destroy after 3 years or when no longer needed, whichever is later.
44			at intermediate headquarters	destroy after 2 years.
45			at initiating activities	destroy after 1 year.
*46	aircraft and munitions maintenance badge	applications and related records for award of aircraft and munitions maintenance badge	approved awards	see AFR 35-44.
*47			disapproved awards at disapproving authority	destroy after 1 year.

## NOTES:

1. Rules apply to those copies not required by other directives to be filed in individual military personnel record group (see table 35-1).
- \*2. Offer to the National Archives in 5-year blocks when latest record is 25 years old.
3. Offer to the National Archives when no longer needed by HQ USAFHRC/RIO for on-site reference.
4. Not authorized for retirement to federal records centers.
- \*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.
- \*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.

TABLE 900-2

## SUGGESTION PROGRAM

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	suggestions, inventions and scientific achievements	forms and other records which pertain to submission, processing, evaluation, approval, disapproval, issuance of award, reports and related correspondence	at suggestion program offices at all levels	destroy 1 year after final action (see notes 1 and 3).
2			at evaluating offices	destroy 1 year after final action (see notes 2 and 3) (EXCEPTION: suggestion that becomes part of another file—for example, on changes to a directive—becomes part of the directive background file).