

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-AFU-92-23</i>	DATE RECEIVED <i>2-12-92</i>
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT			
3 MINOR SUBDIVISION RECORDS MANAGEMENT POLICY BRANCH			
4 NAME OF PERSON WITH WHOM TO CONFER PIERRE J. JOST	5. TELEPHONE (703) 614-3527	DATE <i>8/18/92</i>	ARCHIVIST OF THE UNITED STATES 

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE FEB 10 1992	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	TITLE GRACE T. ROWE Chief, Records Mgt Policy Branch Directorate of Information Mgt
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p style="text-align: center;">HONORS AND AWARDS (TABLE 900-1, RULES 1, 5 AND 6) (APPLICABLE AIR FORCE-WIDE)</p> <p>After consultation with the office responsible for the Special Honors, Trophies and Awards records (Rule 1), and the Memorialization Program records (Rules 5 and 6), we proposed the following changes for your approval:</p> <p>Rule 1, Column C: Add "and MAJCOMs"</p> <p>Rule 1, Column D: Change to read "destroy after 50 years." vice "retire as permanent."</p> <p>The rationale is that HQ Air Force Military Personnel Center at Randolph AFB, TX, is responsible for only those awards listed in AF Regulation 900-29, Table 1. Although these awards are among some of the most prestigious in which the Air Force participates, they do <u>not</u> need to be permanently retained. Likewise, other similar programs for which Major Air Command headquarters are responsible or other HQ USAF offices do <u>not</u> need to be retained permanently. Most of these awards programs are</p>	N1-AFU-90-3	

Copies sent to agency 9/4/92

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OF

7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>sponsored by outside agencies such as the National Aeronautic Association. These sponsors maintain the names and accomplishment of past award winners, so we would be maintaining or duplicating records that are already being maintained at the sponsoring agency.</p>		
2	<p>Rule 5, Column B: Change to read "case files accumulated by AFMPC/DPMASA and initiating activities which pertain only to the naming of Air Force installations"</p> <p>Rule 5, Column C: Change the new office symbol to read "at AFMPC/DPMASA or initiating activities"</p> <p>Rule 5, Column D: Change to read "forward to AFHRA/ISR upon inactivation of installation." vice "retire as permanent."</p>	N1-AFU-91-10	
3	<p>Rule 6, Column B: Change to read "case files accumulated by AFMPC/DPMASA and initiating activities pertaining only to the naming of streets, building, facilities, or rooms"</p> <p>Rule 6, Column D: Change to read "forward to AFHRA/ISR when no longer needed." vice "destroy 1 year after completion of case."</p>	N1-AFU-90-3	

TABLE 900-1

TITLE OF TABLE
HONORS AND AWARDS (See Note 1)

R U L E	A If the records are or pertain to	B consisting of	C which are	D 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, HQ AFMPC, or MAJCOM	destroy after 50 years.
2 thru 4	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE
* 5	memorialization program	case files accumulated by HQ AFMPC/DPMASA and initiating activities which pertain only to the naming of Air Force installations	at HQ AFMPC/DPMASA or initiating activities	forward to HQ AFHRA/ISR upon inactivation of installation. (See Note 3)

* 6		case files accumulated by HQ AFMPC/DPMASA and initiating activities pertaining only to the naming of streets, buildings, facilities, or rooms		forward to HQ AFHRA/ISR when no longer needed. (See Note 3)
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Note 3: ~~Offer~~ to National Archives when no longer needed by HQ AFHRA/ISR for site reference.
Transfer