

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 E. Rowe

5 TEL EXT  
694-3527

LEAVE BLANK

JOB NO  
NCL-AFU-82-79

DATE RECEIVED  
9-21-82

NOTIFICATION TO AGENCY

Consistent with the provisions of 44 U.S.C. 3403, the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

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  
14 SEP 1982

D. SIGNATURE OF AGENCY REPRESENTATIVE  
*Mark H. Coon*

E **MARK H. COON, Major, USAF**  
Acting Chief, Documentation Mgmt  
Directorate of Administration

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>HONORS AND AWARDS (Table 900-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to have rule 1 appraised as permanent. Rule 1 covers special trophies and awards (see AFR 900-20, attached). The documentation consists of narratives, citations, minutes of meetings, biographies, and orders. Recommendations are created for purpose of selecting annual winner in national awards. We recommend permanent retention for historical purpose. The establishment and development of such trophies is of significant importance. The files are maintained by award and year. There are approximately 15 cubic feet at the AF Manpower and Personnel Center. There are approximately 12 cubic feet at UNRC. The annual accumulation is approximately 2 cubic feet. The files may be offered to National Archives in 5 year blocks when the latest document in the block is 25 years old.</p>	NW-170-33	<i>W Anderson</i>

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

TABLE 900-1				
HONORS AND AWARDS (note 1)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	special honors, trophies and awards	documents pertaining to special trophies and awards governed by AFR 900-29 and monitored by HQ AFMPC but excluding those governed by other AF regulations or not governed by AF regulations. Consisting of narratives, citations, minutes of meetings, biographies, and related records.	selected nominations at HQ USAF	retire as permanent. (note)
2			selected nominations at initiating activity	destroy after 2 years.
3			selected nominations at intermediate headquarters and all nonselected nominations	destroy after 1 year.
4	(RESERVED)			
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 AFMPC/MPCASA or initiating activity	retire as permanent.
6			at major and subordinate commands	destroy 1 year after completion of case.
7	organizational emblems	copies of official emblem painting, approvals, records resulting from changes in emblem, and copyright releases	at initiating activity	* forward to AFMPC/MPCASA on inactivation of activity.
8			at intermediate headquarters	destroy when purpose has been served.
9			* at AFMPC/MPCASA	retire as permanent (note 3). *

10-645

AFM 12-50 (C20)

Note: Offer records covered by Rule 1 to the National Archives in 5-year blocks when the most recent records in the block are 25 years old.

[Job amended by R. Wire per G. Rowe, 9-17-84]