

Request for Records Disposition Authority

Records Schedule Number **DAA-AFU-2021-0003**

Schedule Status **Approved**

Agency or Establishment **Department of the Air Force**

Record Group / Scheduling Group **Air Force Undifferentiated**

Records Schedule applies to **Agency-wide**

Schedule Subject **Personnel (36 Series) - Enlistment and Reenlistment Records (T36-14)**

Internal agency concurrences will be provided **No**

Background Information **The Consolidated Records Schedule project completely replaces current table and rules for the 36-series. In particular, this is the new Table 36-14. This schedule is media neutral.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	0	7	0

GAO Approval

Outline of Records Schedule Items for DAA-AFU-2021-0003

Sequence Number	
1	Enlistment and Transfer Reports Disposition Authority Number: DAA-AFU-2021-0003-0001
2	Rejected Enlistment Applications Disposition Authority Number: DAA-AFU-2021-0003-0002
3	Basic Trainee Interview Records Disposition Authority Number: DAA-AFU-2021-0003-0003
4	Air Force Recruiting Support System-Total Force (AFRISS-TF) Disposition Authority Number: DAA-AFU-2021-0003-0004
5	Armed Services Vocational Aptitude Battery Testing Lead Information Disposition Authority Number: DAA-AFU-2021-0003-0005
6	Enlistment or Reenlistment Agreement- Armed Forces of the US and AF Reenlistment Eligibility Form Disposition Authority Number: DAA-AFU-2021-0003-0006
7	National Guard Bureau Information Disposition Authority Number: DAA-AFU-2021-0003-0007

Records Schedule Items

Sequence Number					
1	<p>Enlistment and Transfer Reports</p> <p>Disposition Authority Number DAA-AFU-2021-0003-0001</p> <p>Enlistment and Transfer Reports</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p>				
	<table border="1"> <thead> <tr> <th data-bbox="345 982 938 1024">Manual Citation</th> <th data-bbox="938 982 1531 1024">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="345 1024 938 1083">T36-14 R01.00</td> <td data-bbox="938 1024 1531 1083">AF RDS</td> </tr> </tbody> </table>	Manual Citation	Manual Title	T36-14 R01.00	AF RDS
Manual Citation	Manual Title				
T36-14 R01.00	AF RDS				
	<p>GRS or Superseded Authority Citation N1-AFU-90-03 / 35/3/1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of FY</p> <p>Retention Period Destroy 3 year(s) after cutoff</p>				
	<p>Additional Information</p> <p>GAO Approval Not Required</p>				
2	<p>Rejected Enlistment Applications</p> <p>Disposition Authority Number DAA-AFU-2021-0003-0002</p> <p>Rejected Enlistment Applications - enlistment applications and related correspondence</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in</p>				

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
T36-14 R02.00	AF RDS

GRS or Superseded Authority Citation **N1-AFU-90-03 / 35/3/2**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of FY**

Retention Period **Destroy 3 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Basic Trainee Interview Records

Disposition Authority Number **DAA-AFU-2021-0003-0003**

Basic trainee interview records consisting of interviews and supporting records

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
T36-14 R03.00	AF RDS

GRS or Superseded Authority Citation **N1-AFU-90-03 / 35/3/3**

Disposition Instruction

Cutoff Instruction **Cutoff at the time of Confirmed Basic Military Training graduation or completion of case**

3

4

Retention Period Destroy 3 year(s) after Confirmed Basic Military Training (BMT) graduation or completion of case, whichever is sooner.

Additional Information

GAO Approval Not Required

Air Force Recruiting Support System-Total Force (AFRISS-TF)

Disposition Authority Number DAA-AFU-2021-0003-0004

Enlistment processing records located in the Air Force Recruiting Support System-Total Force (AFRISS-TF)

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
T36-14 R04.00	AF RDS

GRS or Superseded Authority Citation N1-AFU-90-03 / 35/3/4
N1-AFU-90-03 / 35/3/5

Disposition Instruction

Cutoff Instruction Cutoff at the end of extended active duty date or file closure

Retention Period Destroy 3 year(s) after extended active duty date or file closure, or whichever is sooner.

Additional Information

GAO Approval Not Required

5

Armed Services Vocational Aptitude Battery Testing Lead Information

Disposition Authority Number DAA-AFU-2021-0003-0005

Armed Services Vocational Aptitude Battery testing lead information records.

Final Disposition Temporary

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
T36-14 R06.00	AF RDS

GRS or Superseded Authority Citation **N1-AFU-90-03 / 35/3/6**

Disposition Instruction

Cutoff Instruction **Cutoff date of test**

Retention Period **Destroy 3 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Enlistment or Reenlistment Agreement- Armed Forces of the US and AF Reenlistment Eligibility Form

Disposition Authority Number **DAA-AFU-2021-0003-0006**

Records maintained at MPFs and career assistance units

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
T36-14 R07.00	AF RDS

GRS or Superseded Authority Citation **N1-AFU-90-03 / 35/3/7**

6

7

Disposition Instruction

Cutoff Instruction Cutoff at the end of FY
Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

National Guard Bureau Information

Disposition Authority Number DAA-AFU-2021-0003-0007

Records maintained in Air Force Recruiting Support System-Total Force (AFRISSTF) relating to National Guard Bureau Information

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
Unscheduled	AF RDS

GRS or Superseded Authority Citation N/A

Disposition Instruction

Cutoff Instruction Cutoff at employee/guard separation or retirement
Retention Period Destroy 7 year(s) after cutoff

Additional Information

GAO Approval Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
06/22/2021	Certify	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
12/16/2021	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
01/07/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/07/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/10/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist