

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

NI-AF-U-90-26

DATE RECEIVED

2/15/90

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

**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 INFORMATION MANAGEMENT

3. MINOR SUBDIVISION

RECORDS MANAGEMENT POLICY BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER

Pierre J. Jost

5. TELEPHONE EXT.

694-3527

DATE

2/25/90

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 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.

8. DATE

12 FEB 1990

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T. Rowe*

D. TITLE

GRACE T. ROWE, Chief, Rcds Mgt  
Policy Branch  
Directorate of Information Mgt

7. ITEM NO.

1

8. DESCRIPTION OF ITEM  
*(With Inclusive Dates or Retention Periods)*

AIR FORCE OPERATIONS RESOURCE  
MAGAGEMENT SYSTEMS (AFORMS)  
(TABLE 60-5, RULE 20)  
(APPLICABLE AIR FORCE-WIDE)

The office responsible for the creation of the AFORMS records asked us to change Rule 20 as shown on the attached table format to clarify the disposition instructions of the Individual Data Summary (IDS). The current instructions imply that the IDS is destroyed after the annual records review. In addition, this office wants to insure that all annual Flying History Reports are retained in the Flight Records Folder (FRF).

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

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

TABLE 60-5

TITLE OF TABLE  
AIR FORCE OPERATIONS RESOURCE MANAGEMENT SYSTEMS (AFORMS)

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*20	AFORMS Individual Data Summary, Flying History Report	AFORMS: Processing Schedule Processing Report, Transaction Audit Report, System Control File Report, Additional Flying Training Period (AFTP) Transmittal List, BLMPS/AFORMS HOSM Information List, BLMPS to AFORMS Update List, Sonic Boom Transmittal List, AFORMS to BLMPS Interface Summary, AFORMS Record Deletion Summary (AAQM4L), AFORMS Record Deletion Summary (AAQM4P), Flying Time Update Summary, Transfer Deck (Card) for Inbound Personnel, AFORMS to MMICS Interface (List)		destroy after 30 days (EXCEPTION: Retain the most current Individual Data Summary (IDS) in the Flight Records Folder (FRF) when reviewed and certified as part of the annual records review. All annual Flying History Reports will be maintained in the FRF as part of the permanent records).