

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. NI-AFU-90-31

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED
3/23/90

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 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

5. TELEPHONE EXT.

DATE
6/7/90

ARCHIVIST OF THE UNITED STATES

Pierre J. Jost

694-3527



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 FIVE 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 <u>20 APR 1990</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE <u>Inace T Rowe</u>	D. TITLE <u>GRACE T. ROWE, Chief, Rcds Mgt Policy Branch Directorate of Information Mgt</u>
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7. ITEM NO	B. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p align="center">AIR FORCE OPERATIONS RESOURCE MANAGEMENT SYSTEMS (AFORMS) (TABLE 60-5, R2, 4-6, 17-19, 23, 44, 46 & 48) (APPLICABLE AIR FORCE-WIDE)</p> <p>The office responsible for the creation of the AFORMS records asked us to change several rules as follows:</p> <p>-Rule 2. Current retention of AFTO Form 781 would requires the file to be maintained in inactive file for 1 year after annual cutoff. The files would be too large to manage. Maintaining the current year and destroying on a monthly basis is sufficient retainability.</p> <p>-Rule 4. The term "update cycles" is open for misinterpretation. Changing to "Destroy when no longer needed" would allow commands to determine how long these records should be retained.</p> <p>-Rule 5. Changing title of the records to "Source documents for AFORMS, training update forms" is more accurate since not all commands use the Mission Accomplishment Report (MAR), but they do have</p>		

other documents used to record training accomplished. Also "Destroy when no longer needed" for the disposition would be more appropriate for the same reason as explained in Rule 4.

-Rule 6. New title "Source document for AFORMS, AF Forms 1520 and 1521" is more explicit than the present title. As explained in Rule 4, the new disposition allows the commands to determine how long these records should be retained.

-Rule 17. We delete Rule 23 and include these records in Column B of Rule 17. We also add the "Flying Time Update Summary" that we delete from Rule 19. As for the disposition, most of these records are retrieved on an as required basis or as end-of-month products to be used to verify accuracy. Maintaining these documents for 2 cycles would create too large a file. In most cases, the current copy is sufficient for retainability.

-Rule 18. The new wording clarified retention of only 3 months listings instead of 6 months worth

-Rule 19. We delete "Flying Time Update Summary" because we moved it to Rule 17. We also delete "Transfer Deck (Card) for Inbound Personnel" because with the creation of AUTODIN transfer of records, card decks are no longer used.

-Rule 23. We reserve this rule for future use because we moved the present records to Rule 17, Column B.

-Rule 44. The reason for changing the disposition of this rule is the same as explained in Rule 18.

-Rule 46. The special HORIS function in AFORMS enables the generation of 6 months of data. The most current copy of the report indicates the current data base and should be sufficient retainability.

-Rule 48. The daily HORIS Report Audit List changes daily and culminates in the HORIS Report generated monthly. Errors are corrected prior to the monthly report. Current month retention is all that is required.

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

TABLE 60-5

AIR FORCE OPERATIONS RESOURCE MANAGEMENT SYSTEMS (AFORMS)

R U L E	A	B	C	D
	If records are	consisting of	which are	then
2 *	source documents for input to AFORMS, AFTO Form 781	AFTO Form 781, AFORMS Aircrew/Mission Flight Data Document		destroy after 1 year and 1 month.
4 *	source document for AFORMS, AF Form 1522	AF Form 1522, AFORMS Additional Training Accomplishment Input, used for recording accomplishments of training events		destroy when no longer needed.
5 *	source documents for AFORMS, training update forms	computer-generated (on request) Mission Accomplishment Report (MAR) listing training events which remain to be accomplished by individual or crew; events accomplished on mission are logged on MAR and used to update AFORMS		
6 *	source documents for AFORMS, AF Forms 1520 and 1521	AF Form 1521, AFORMS Individual Scheduled Event Input; AF Form 1520, AFORMS Mission/Multi-crewmember Scheduled Event Input		

17 *	AFORMS output summaries, and reports	Individual Currency Summary, Unit Currency Summary Report, Graduated Combat Capability Report, Unit Training Status Summary, Training Period Activity Summary, Aircrew Experience Report, Training Event Master Table List, Training Table Assignment List, Crew Resource Report, Flying Time Update Summary, and Mission Accomplishment Reports (AAQT4P and AAQT7P)	destroy when superseded or when no longer needed.
18 *	AFORMS output Flying Pay Control Document, etc	Flying Pay Control Document, No Pay Listing, Aviation Service Period Suspense List, Aviation Service Code (ASC) Conditional Entitlement Flying Hours List, Ops System Management Suspense List, Aeronautical Rated Upgrade List, Transfer Deck (Card) for Outbound Personnel	destroy all except most recent 3 months.
19 *	AFORMS output processing schedules, etc	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), AFORMS to MMICS Interface (List)	destroy after 1 month.

23 *	Reserved			
44 *	Daily Register of Transactions	Daily Register of Transactions (DROT) that shows each transaction forwarded to AFAFC-JUMPS	at HOSM office and/or at member's duty station	destroy all except most recent 3 months.
46 *	HORIS Report below HQ USAF		below HQ USAF	destroy when superseded.
48 *	HORIS Report Audit List			destroy after 1 months.