**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*See Instructions on reverse*

**TO:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. **FROM (Agency or establishment):**  
DEPARTMENT OF THE AIR FORCE

2. **MAJOR SUBDIVISION:**  
HQ COMMUNICATIONS & INFORMATION CENTER

3. **MINOR SUBDIVISION:**  
DIRECTORATE OF CIO SUPPORT

4. **NAME OF PERSON WITH WHOM TO CONFER:**  
GENE B. SULLIVAN

5. **TELEPHONE:**  
703-588-6192

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**DATE RECEIVED:**  
11-20-98

**SIGNATURE OF AGENCY REPRESENTATIVE:**  
CHERYLE D. GUMAER  
Air Force Records Officer

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**ITEM NO.** | **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**
---|---
1 | Status of Resources and Training System (SORTS)
   a. Air Force proposes: Add Table 10-16, Rules 1-16 (AFMAN 37-139)
      Applicable for MAJCOMs and below to document the implementation of Chairman, Joint Chief of Staff (CJCS) and Air Force SORTS reporting and record the levels of selected resources and training status. Use: Monthly. Proposed disposition of these records is described on the attached table.
      b. Delete Table 11-4 in its entirety. Added Table 10-16 (above) replaces it and realigns records to appropriate series.

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**STANDARD FORM 115 (REV. 3-91)**

**PREVIOUS EDITION NOT USABLE**
<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>TABLE 10-16</strong></td>
<td>STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>A</strong></td>
<td><strong>B</strong></td>
<td><strong>C</strong></td>
</tr>
<tr>
<td><strong>RULE</strong></td>
<td><strong>If the records are or pertain to</strong></td>
<td><strong>consisting of</strong></td>
<td><strong>Which are</strong></td>
</tr>
<tr>
<td>*1</td>
<td>Status of Resources and Training System (SORTS)</td>
<td>designed operational capability (DOC) statement</td>
<td>at HQ USAF/XOOA; at MAJCOM, FOA, and DRU; wing SORTS office; and reporting unit</td>
</tr>
<tr>
<td>*2</td>
<td>worksheets</td>
<td>wing SORTS office, and reporting unit</td>
<td>destroy after 30 days</td>
</tr>
<tr>
<td>*3</td>
<td>unit identification code (UIC) reviews, easy reads and reports</td>
<td>MAJCOM, FOA, and DRU; wing SORTS office; and reporting unit (when requested)</td>
<td>destroy after 30 days</td>
</tr>
<tr>
<td>*4</td>
<td>appointment letter and training certificate</td>
<td>wing SORTS office; and reporting unit</td>
<td>destroy when rescinded, or superseded</td>
</tr>
<tr>
<td>*5</td>
<td>working disks</td>
<td>wing SORTS office; and reporting unit</td>
<td>destroy after 30 days or when no longer needed</td>
</tr>
<tr>
<td>*6</td>
<td>electronic input records (word processing, form filler software)</td>
<td></td>
<td>delete when record copy is printed and filed.</td>
</tr>
</tbody>
</table>