

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

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-AFW-99-4

DATE RECEIVED

11-20-98

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

6-14-00

ARCHIVIST OF THE UNITED STATES

[Signature]

6. 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 on the attached 2 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE

9 Nov 98

SIGNATURE OF AGENCY REPRESENTATIVE

Cheryle D. Gumaer

TITLE

**CHERYLE D. GUMAER
Air Force Records Officer**

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

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.

Agency, NR NWML

TABLE 10-16
STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	Which are	Then
*1	Status of Resources and Training System (SORTS)	designed operational capability (DOC) statement	at HQ USAF/XOOA; at MAJCOM, FOA, and DRU; wing SORTS office; and reporting unit	destroy when changed or rescinded
*2		worksheets	wing SORTS office, and reporting unit	destroy after 30 days
*3		unit identification code (UIC) reviews, easy reads and reports	MAJCOM, FOA, and DRU; wing SORTS office; and reporting unit (when requested)	destroy after 30 days
*4		appointment letter and training certificate	wing SORTS office; and reporting unit	destroy when rescinded, or superseded
*5		working disks	wing SORTS office; and reporting unit	destroy after 30 days or when no longer needed,
*6		electronic input records (word processing, form filler software)		delete when record copy is printed and filed.

whichever is later

*agency concurrence
5/17/00
JCS*