

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-AFU-02-11 <i>P</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/26/2002</i>	
1 FROM (Agency or establishment) Department of the Air Force		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Communications and Information			
3 MINOR SUBDIVISION Enterprise Information Resource Management Division			
4 NAME OF PERSON WITH WHOM TO CONFER Olthea S Croom	5 TELEPHONE NUMBER (703) 588-6194	DATE <i>6-25-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>
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 <u>75</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>26 Apr 02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S Croom</i>		TITLE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	The SF115 relates to the three rules on the first attached sheet, involving temporary electronic records. Specifically, these three rules are to be added to the following attached tables in AFMAN 37-139: Tables 36-1 through 36-25 The three rules on the first attached sheet will apply to all series in these tables, except as noted in the text adjoining the three rules. The attached tables themselves have been <u>crossed out</u> because this SF115 covers, for each table, only the three rules involving temporary electronic records. <i>cc Agency, YR, DWMW</i>		

RULE	A. If the records are or pertain to	consisting of	C which are	D then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

The above three rules apply to all series covered by Tables 36-1 through 36-25, with the following exceptions:

Rules a and b do not apply to:

Table 36-1, Rules 4, 13, 17, 18, and 23 – Records covered by Rule 4 could be permanent under other tables and rules. Records covered by Rules 13 and 23 are permanent. Records covered by Rules 17 and 18 might warrant permanent retention if maintained electronically.

Table 36-3, Rules 1-13 – Records covered by Rule 1 are permanent. Records covered by the remaining rules (2-13) should be excluded because the disposition instructions reference permanent rules or tables that include permanent rules and/or might warrant permanent retention if maintained electronically.

Table 36-9, Rule 4 and Table 36-11, Rule 1 – Records are permanent.

Table 36-12, Rules 1, 9, and 17 – Records covered by Rules 1 and 17 are permanent. It is not likely that records covered by Rule 9 will ever be maintained electronically. However, records used for reconstruction purposes by NARA's Military Personnel Records Center will very shortly be appraised as permanent.

Table 36-19, Rules 1, 1.01, and 3 – Records covered by Rule 1.01 are permanent. Records covered by Rules 1 and 3 might warrant permanent retention if maintained electronically.

Table 36-21, Rule 1.01 – Records are permanent.

Table 36-24, Rules 1-8 and Table 36-25, Rules 1-1.03 – Some of these records are permanent while the others might warrant permanent retention if maintained electronically.

Rule c does not apply to the following Tables and Rules:

Table 36-1, Rules 4, 13, 23
Table 36-3, Rule 1, 3, 4, 11, 12, and 12.01
Table 36-9, Rule 4
Table 36-11, Rule 1
Table 36-12, Rules 1, 17
Table 36-19, Rule 1.01
Table 36-21, Rule 1.01
Table 36-24, Rules 1, 2, 4, 6, 8
Table 36-25, Rules 1, 1.01, 1.02, 1.03.

These records lack value after creation of a recordkeeping copy. However, the description of this schedule that was published in the Federal Register could be interpreted as limiting its coverage only to series where the recordkeeping copies were already approved for disposal. Consequently, these electronic copies have been excluded from the job but will be included in a subsequent schedule.

36. Personnel. The tables in this series cover records regarding policy on all aspects of civilian and military personnel (including procuring, promoting, training, and funding) They include the following topics relating to civilian personnel staffing and internal placement, labor relations, equal employment opportunity, discrimination complaints, merit promotion, leave, health benefits and retirement They also include the following subjects related to military personnel accessions, use and classification, training and education, promotions and evaluation, retirement and separations

TABLE 36-1

MILITARY AND CIVILIAN PERSONNEL

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Confidential Statement of Affiliations and Financial Interests - DOD Personnel	DD Form 1555 filed under DODD 5500-7	at appropriate Standards of Conduct Counselor	destroy when 6 years old, except that records needed in an on-going investigation will be retained until no longer needed in the investigation AUTH N1-AFU-90-3
1.01	report of DOD and defense related employment	reports filed in accordance with DODD 5500-7	at HQDFAS-DE	destroy after 3 years AUTH N1-AFU-90-3

TABLE 36-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1.02	Executive Personnel Financial Disclosure Report	SF 278 filed under DODD 5500-7 and required by the Ethics in Government Act of 1978 (P L 95-521)	at Judge Advocate General, HQ USAF and Office of the General Counsel of the Air Force (SAF/GC)	destroy when 6 years old, except that records needed in an ongoing investigation will be retained until no longer needed in the investigation AUTH N1-AFU-90-3
2	requests for approval to attend technical, scientific or professional meetings	requests and related correspondence	approved requests at approving headquarters and/or orders-issuing office	destroy after 1 year AUTH N1-AFU-90-3
3			disapproved requests or approved requests at activities other than in rule 2	destroy after 3 months AUTH N1-AFU-90-3
4	records of symposia, conferences, exhibits, scientific and technical conventions conducted or sponsored by AF	minutes, agendas and related records, accumulated by sponsoring OPR of AF-conducted symposia/conferences		dispose of with related functional subject matter files of the activity or office AUTH N1-AFU-90-3
5		control records, correspondence concerning conduct of events which do not document an achievement or have continuing reference value		destroy after 1 year or when no longer needed, whichever is sooner AUTH N1-AFU-90-3
6	off-duty employment requests/applications	records and related correspondence pertaining to requests for approval of off-duty employment	approved	destroy on termination of employment, when superseded by a new request, or on reassignment or separation of individual AUTH N1-AFU-90-3
7			disapproved	destroy after 1 year, or on reassignment or separation of individual concerned AUTH N1-AFU-90-3
8	(RESERVED)			(RESERVED)
9	duty and travel restrictions reminder letters			see table 31-8 AUTH N1-AFU-90-3
10	(RESERVED)			(RESERVED)
11	alcohol abuse control	alcohol abuse identification, treatment,	at social action offices	destroy 1 year after end

TABLE 36-1

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
	case files (on or before 30 Sep 94)	and rehabilitation records required by AFI 36-27 or Substance Abuse Rehabilitation and Treatment (SART) case file track 3, 4, 5		of month action (rehabilitation, permanent change of station (PCS), or separation) is completed, unless needed as background for case files supporting separation actions under other directives, in such cases, disposition will be the same as the files which they support (See Notes 2, and 7) AUTH N1- AFU-90-3
11.01			required to meet the state of California accreditation standards	destroy 3 years after completion of rehabilitation AUTH N1-AFU-90-3
11.02	alcohol abuse control evaluation case files (on or before 30 Sep 94)	alcohol abuse identification, and evaluation (SART track 1, 2)	at social action offices for other than civilian employees	destroy 6 months after end of month during which the commander decides entry into program or track 3, 4, 5, is not appropriate (See Note 7) AUTH N1-AFU-88-5
11.03			at social action offices for civilian employees	destroy 3 years after case is closed (See Note 10) AUTH N1-AFU- 88-5
12	drug abuse control case files (on or before 30 Sep 94)	records on individuals not authorized for inclusion in the record groups, or not covered elsewhere in this regulation (see AFI 36-2701), SART case file track 3, 4, 5		destroy 1 year after end of month action (rehabilitation, PCS, or separation) is completed (See Notes 2, 3, 4, 7 and 9) AUTH N1-AFU-90-3
12.01	MAJCOM drug abuse control data (Drug Rehabilitation Action Management Information System) (on or before 30 Sep 94)	automated and manual files related to drug abuse identification, category of abuse, acceptance of treatment, and subsequent personnel actions used to identify and track an individual's acceptance/declination/progress in Drug Rehabilitation Program, measure success of program objectives, support separation actions, and provide		destroy 2 years after entry into the Drug Rehabilitation Program or SART (See Notes 2, 3, 4 and 5) AUTH N1-AFU-90-3

TABLE 36-1

Continued.

R U L E	A	B	C	D
	If the records are pertinent to	consisting of	which are	then
		analysis reports or SART data		
12.02	drug abuse control evaluation case files or SART case files (on or before 30 Sep 94)	drug abuse identification and evaluation records required by AFI 36- 2701 or SART case file track 1, 2	at social action offices for other than civilian employees	destroy 6 months after end of month during which the commander decides entry into program or track 3, 4, 5, is not appropriate (See Note 7) AUTH N1-AFU-88-5
12.03	drug abuse case treatment files (on or before 30 Sep 94)	records related to a member's entry into and participation in rehabilitation, SART case file track 3, 4, 5	accumulated under AFI 36-2701 and not at social action offices	remove and destroy 1 year after date of completion of rehabilitation, or 1 year after the individual is reassigned PCS, separates, retires or dies (See Note 9) AUTH N1-AFU-90-3
12.04	drug abuse control evaluation case files (on or before 30 Sep 94)	drug abuse identification and evaluation records required by AFI 36- 2701	at social action offices for civilian employees	destroy 3 years after case is closed (See Note 10) AUTH N1-AFU- 88-5
13	drug/alcohol abuse control statistics (on or before 30 Sep 94)	reports on drug/alcohol abuse program status or SART data	at HQ USAF/DPM	retire as permanent (See Note 8) AUTH NC1-174-177
14			at MAJCOM social action offices	destroy after 3 years AUTH N1-AFU-90-3
15			at social action offices below MAJCOM	destroy after 2 years AUTH N1-AFU-90-3
16	academic rank appointments	requests for appointment, recommendations for promotion within academic ranks, and related records		destroy when individual is no longer eligible for assignment to instructional positions or when no longer needed, whichever is sooner AUTH N1-AFU-90-3
17	equal opportunity and treatment statistics	administrative inquiries and investigative reports, records of interview and incident/complaint reports relating to equal opportunity matters	at social action offices and other offices	destroy 2 years after case is closed AUTH N1-AFU-90-3
18		reports on equal opportunity and treatment program status, including equal opportunity complaints, racial incidents and affirmative actions plan status reports	at HQ USAF/DPCH and DPMYCS	destroy after 20 years AUTH N1-AFU-90-3
19			at social action offices	destroy after 2 years

TABLE 36-1

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
				AUTH N1-AFU-90-3
20	general grievances, appeals and discrimination complaints	individual's grievance or complaint, report of hearing or inquiry, copies of decisions rendered, and related material	at Social Actions offices or any other location	destroy 2 years after date of final decision or 2 years after date of any action on the case after final decision, whichever is later AUTH N1-AFU-90-3
21	adverse actions	notice of proposed action and answer made by individuals and notice of decision, including records concerning circumstances of adverse action cases, dates of delivery of notices, sequence of events and statements of witnesses		destroy 2 years after date of the adverse action AUTH N1- AFU-90-3
22	lecturer case files	correspondence and forms detailing contracts with lecturers, biographical sketches of lecturers, host officer, introductions, evaluations of lecturers and related material	in offices of record	destroy after 3 years (See Note 6) AUTH N1-AFU-90-3
23	USAF Personnel Plan (record copy)	silver-halide microfiche of the plan described by AFR 8-12	at HQ USAF OPR	retire as permanent upon supersession, obsolescence, or rescission (See Note 8) AUTH N1-AFU-90-40
24	USAF Personnel Plan	all other copies		destroy when superseded, obsolete, or no longer needed AUTH N1-AFU-90-40

NOTE(S):

- 1 Use rule 5 for disposition of files which do not meet criteria for permanent retention under AFI 37-138, chapter 2
- 2 Transfer copies of files pertaining to individuals being reassigned prior to completing rehabilitation to social actions offices at gaining organizations
- 3 Transfer to USAF Special Training Group copies of files, with other personnel records, for individual transferred to that Group
- 4 Dispose of files pertaining to individuals recommended for discharge, separation, or court-martial under tables 36-20 or 36-45, as appropriate
- 5 Dispose of records files in the UIF under table 36-16
- 6 If lecturer is still under consideration for future invitation, documentation may be retained until no longer needed, then destroyed
- 7 Destroy erroneous identification/nonsubstantiated alcohol/drug abuse control case files upon notification of erroneous/nonsubstantiated identification
- 8 Transfer to the National Archives in 5-year blocks when latest document is 25 years old
- 9 A temporary extension of the retention period for the 1982-1983 drug abuse control case files and drug abuse case treatment files has been granted until 30 September 1999
- 10 When a class action complaint is filed, refer to Table 36-29, Rule 2

These three rules (involving temporary electronic records) apply to all rules in the preceding table; *except as noted below*

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

Exceptions:

1. Rules a & b do not apply to records covered by Rules 4, 13, 17, 18, and 23
2. Rule c does apply to records covered by Rules 4, 13, & 23.

TABLE 36-2

PERSONNEL IDENTIFICATION AND PASS RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	credentials	cards issued to military personnel, their dependents or other authorized individuals to establish identity as military personnel, protected personnel, noncombatants, or as entitled to privileges such as medical care, commissary privileges, exchange patronage, and admission to military theaters, or for similar purposes under AFI 36-3001	permanently surrendered or confiscated	destroy immediately if not to be reissued AUTH N1-AFU-90-3
2		local badges, photographs, passes, identification fingerprint cards and similar records used to identify personnel residing on or permitted to enter an AF installation or barred from such installations, or controlled area credentials for regulating entry to a land or water area, building, structure or room to which entry must be controlled to protect USAF physical resources situated thereon or contained therein		
3		restricted area badges issued to individuals who have been granted unescorted entry authority to restrict areas under AF 31-series directives		
4		OSI badges and credentials		
5	Armed Forces liberty pass	forms issued to airmen to authorize absences from official duties, or for absences during normal off-duty hours when credentials in rule 1 are not used for those purposes	at issuing activity	destroy on reaccomplishment of a new pass, or on reassignment or separation of individual AUTH N1-AFU-90-3
6	provisional pass	forms issued to enlisted members of the Armed Forces when delays might result in failure to report to proper station within time limit specified in orders or pass, or when a pass has expired or the individual does not have a pass or leave orders		destroy 90 days after date of issuance AUTH N1-AFU-90-3
7				sent to individual's commander or station destination

TABLE 36-2

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
8			issued to individuals	destroy when individual reports to final destination AUTH N1-AFU-90-3
9	loss, theft or destruction of credentials/passes	statements, certificates and related correspondence reporting the loss, theft or destruction of identification credentials or passes	at activities issuing replacement credentials	destroy after 1 year AUTH N1-AFU-90-3
10	applications	forms or correspondence used as applications or requests for identification credentials or passes	disapproved	destroy or return to requesting office or individual, as applicable AUTH N1-AFU-90-3
11	applications	forms or correspondence used as applications or requests for identification credentials or passes	retained by verifying and issuing activities as receipts for US Armed Forces credentials issued under AFI 36-3001	manage according to AFI 36-3001 and destroy upon receipt of processed applications which supersede or replace applications on file AUTH N1-AFU-90-3
11.01			at issuing activities as a receipt for credentials, badges, and passes not covered by AFI 36-3001	destroy when superseded by a new application, on destruction of related credential, or immediately after issuance of credential and entry on control log by issuing office, as provided for in the prescribing directive AUTH N1-AFU-90-3
11.02		applications not used for reissue of ID card		manage according to AFI 36-3001 and destroy upon receipt of processed applications which supersede or replace applications on file AUTH N1-AFU-90-3
12			required by current directives to be filed in individual's personnel folder	(see table 36-12) AUTH N1-AFU-90-3
12.01		copies of unescorted entry authorization maintained by requesting activities or as part of an entry control system	used by the requesting activity to ensure individually issued authenticators/badges are surrendered upon reassignment or separation of	destroy when notified that credential has been returned to issuing activity AUTH N1-AFU-90-3

TABLE 36-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			individual	
13	destruction certificates	forms or correspondence used to certify the destruction of identification credentials permanently surrendered or confiscated	prepared by issuing or destroying officials who do not have custody of the receipts for the related credentials, and sent to the appropriate custodian	destroy after related records (Rule 15) are destroyed AUTH N1-AFU-90-3
14		forms used to record burning or mutilation of blank accountable identification credentials	prepared by destroying officials	they become part of the accountability file (see rule 15) AUTH N1-AFU-90-3
15	accountability records	logs, registers, receipts for blank accountable forms, destruction certificates for destroyed blank accountable forms and similar records	completed by issuing officers to record the issuance of identification cards (ID) covered by AFI 36-3001	destroy 5 years after issue of last card listed on log or register form AUTH N1-AFU-90-3
15.01	accountability records	logs, registers, receipts for blank accountability forms, destruction certificates for destroyed blank forms and similar records	completed by issuing officers to record the issue of identification credentials/passes not covered by AFI 36-3001	destroy after last badge listed on the form is destroyed AUTH N1-AFU-90-3
15.02			completed by issuing officers to record the issue of subblocks of vehicle registration identification forms to official vehicle registration agents	destroy 60 days following expiration of validity period for that series of vehicle registration decal AUTH N1-AFU-90-3
16	accountability records for Commissary privilege cards (DD Form 2529)	logs, registers, receipt for blank accountable forms, destruction certificates for destroyed forms and similar records	at Air Force Reserve and Air National Guard units' orderly rooms	destroy after 1 year AUTH N1-AFU-90-3
17	passports and visas	authorizations to apply for no-fee passports and/or requests for visas and related correspondence (See Note)		destroy 6 months after submission of annual report of passport applications AUTH N1-AFU-90-3
18		annual report of passport applications		destroy after 1 year AUTH N1-AFU-90-3
19		receipts and related correspondence for the issuance of passports	at AMC activities	destroy when passport is renewed, destroy 3 months after individual's reassignment, or return of passport to the issuing agency AUTH N1-AFU-90-3

NOTE: The back of DD Form 1056, Authorization to Apply for a No-Fee Passport and/or Request for Visa, becomes the receipt. See DODI 1000 21-R For AMC activities, see rule 19

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

TABLE 36-3

CASUALTY REPORTING, NOTIFICATION, AND ASSISTANCE

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Casualty Reporting, Notification, and Assistance Records	casualty reports, supplemental reports, notification messages to next-of-kin, letters of circumstances and condolences, report of casualty, report of facts and circumstances, acknowledgment and/or transfer of casualty assistance, record of emergency data, casualty assistance summary, and related correspondence (see rules 12 and 13 for missing person(s) supplementary report)	at HQ AFMPC/DPMC	incorporate into the master military personnel records after the casualty assistance case has been enclosed and then send to NPRC under table 36-12, rule 1 AUTH N1-AFU- 90-3
2			at installations	destroy 1 year after casualty assistance case has been closed (See Notes 1 and 2) AUTH N1-AFU-90-3
3	missing and captured persons		held until fate of casualty is determined (at all levels)	apply appropriate disposition instructions for deceased (rules 1 and 2) or returned to military control (rules 4 and 5) AUTH N1- AFU-90-3
4	persons returned to military control from missing or captured status (See Note 1)		at HQ AFMPC/DPMC	see table 36-12 AUTH N1-AFU-90-3
5			at installations	destroy 1 year after casualty assistance summary has been forwarded to HQ USAF (EXCEPTION see rule 11) (See Note 3) AUTH N1-AFU-90-3
6	very seriously ill/injured or seriously ill/injured		at HQ AFMPC/DPMC	destroy 6 months after administrative closing of case AUTH N1- AFU-90-3
7			at installations	destroy 1 year after patient is reported "WRITE," "BROKE," "MOVED" AUTH N1-AFU-90-3
8	wounded in action and not seriously ill or injured		at HQ AFMPC/DPMC	destroy 6 months after receipt of report AUTH N1-AFU-90-3

TABLE 36-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9			at installations	destroy after 1 year AUTH N1-AFU-90-3
10	casualty records maintained at levels of command not covered in this table		at other than HQ USAF and reporting installations	destroy after administrative closing of case, or when no longer needed to perform monitoring responsibilities (See Note 2) AUTH N1- AFU-90-3
11	report of casualty, return to military control from missing in action or captured status	final issue only	at HQ USAF/ MPMDR and reporting installations	see table 36-12, rule 1 AUTH N1-AFU-90-3
12	missing persons supplementary report	report with attachments and all related information	at HQ AFMPC/DPMC	if after 10 years, status is still missing, incorporate into the master military personnel record and then send to NPRC under table 36-12, rule 1 (See Note 4) AUTH N1-AFU-90-3
12.01				if status is no longer missing before 10 years have elapsed, see rule 3 (See Note 4) AUTH N1-AFU-90-3
13			at installations	destroy when member's status has changed AUTH N1-AFU-90-3
14	record of emergency data (original)	forms for active duty AF personnel	at HQ AFMPC/DPMC	destroy after member's release from extended active duty AUTH N1-AFU-90-3
15	record of emergency data (duplicate)	forms for active duty AF personnel, ANG, USAFR, and AF Ready Reserve not on extended active duty	held by geographically separated units (GSU)	destroy 30 days after member's departure from GSU or entry on EAD AUTH N1- AFU-90-3
16		forms for ANG and USAFR personnel entering active duty (not EAD) and whose personnel records are not forwarded to duty base	sent to units of attachment	destroy 90 days after member's departure AUTH N1-AFU-90-3
17		forms for ANG and USAFR personnel performing duty with a unit other than	sent to units where duty is being	

TABLE 36-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		unit of assignment and whose personnel records are not forwarded to duty base	performed	
18		forms for active duty AF personnel hospitalized away from the home installation	sent to MPFs servicing the hospital	destroy when member is released from hospital AUTH N1-AFU-90-3
19	record of emergency data (carbon punch card)	forms for active duty AF personnel assigned to the base or installation	at MPFs, Personal Affairs Section or Customer Service (See Note 5)	destroy upon permanent change of station or separation of member AUTH N1-AFU-90-3

NOTE(S):

- 1 Retain AF Form 58, Casualty Assistance Summary, (if no AF Form 58, retain copy of AF Form 1312) and a copy of DD Form 1300, Department of Defense Report of Casualty, or death certificate for 5 years in accumulating office
- 2 Destroy casualty reporting records retained by installations with only reporting responsibility 6 months after date of death
- 3 Destroy casualty reporting records retained by installations with only reporting responsibility 6 months after member is returned to military control
- 4 Missing person supplementary reports (SMR) covering multiple crew members will be retained by AFMPC/DPMC for 10 years after the last crew member's status is resolved, will be incorporated into the master military personnel record and then sent to NPRC under table 36-12, rule 1 SMR will be filed with master military personnel record of the pilot in command of the aircraft for the senior ranking member in a command incident
- 5 This is an optional file and may be established at the discretion of the Chief, MPF

These three rules (involving temporary electronic records) apply to all rules in the preceding table; *except as noted below:*

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

Exceptions: Rules a & b do not apply to Rules 1-13

Rule c does not apply to Rules 1, 3, 4, 11, 12 & 12.01

14

TABLE 36-4		PERSONNEL DATA SYSTEM-MILITARY (BASE LEVEL) (see note)		
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	DD Nor Pseudo Processing	disk files in support of DD-N and Pseudo Processing	in MPF or CPFPSM unit	dispose of in 7 days or when no longer needed for recovery AUTH: NC1-AFU-85-25
2	listing output from EOD processing	utility list, personnel file controller, duplicate record list, DDN list, DESIRE summary, Pseudo Remote list, etc.	used for management and control of PDS	destroy after 30 days. AUTH N1-AFU-91-39
3	average strength data report	AF Form 380 used at HQ USAF, MAJCOMs, and bases to make management decisions regarding health, welfare, and morale of military personnel	in MPF work unit	destroy after 1 year or on inactivation, whichever is sooner. AUTH NC1-AFU-85-25

TABLE 36-4

Continued. (see note)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	average strength data report		at using activity	destroy after 3 months or when purpose is served, whichever is sooner AUTH NC1- AFU-88-25
5	daily strength data	unit strength reports		destroy when no longer needed AUTH N1- AFU-90-3
6	(RESERVED)			(RESERVED)
7	transaction registers resulting from Base Level Personnel System	the report itself which is computer produced each processing day	at Personnel System Manager (PSM) work center	destroy after 30 days or when no longer needed, whichever is later AUTH NC1-AFU-88- 25
8	transaction registers resulting from Base Level Personnel System		copies at work centers other than PSM	destroy when purpose has been served AUTH NC1-AFU-88- 25
9	rejected transaction	listing of transactions which failed its and reject to CP for MPF for correction	identifying and correcting errors	destroy after 6 months AUTH NC1-AFU-88- 25
10	central and local tables	listing, microfiche or disk files	used for coding, translating codes, verifying system routines	destroy when replaced by new listing or microfiche AUTH NC1-AFU-88-25
11	documents supporting system updates	personnel coding sheets or input sourced documentation not otherwise covered in this manual	used to prepare input transactions	destroy 3 months after input or when no longer needed AUTH NC1-AFU-88-25
12	PDS Data Verification products	DESIRE listing and various other supporting documentation	used for obtaining information, identifying discrepancies, effecting corrections, general quality control of PDS also for measuring the management and control of personnel officer responsibilities	destroy after 1 year or when no longer needed AUTH NC1-AFU-88- 25
13	products resulting from the PDS which are mechanically produced output products not covered elsewhere in this manual	disk files used to produce a report, or the report itself, various listing of miscellaneous information from PDS, reentry disk files	products which serve such diversified purposes that it is impractical to develop a retention period for each	destroy when superseded or when no longer needed AUTH NC1-AFU-88-25

TABLE 36-4

Continued. (see note)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
14	RIP products	RIPs containing individual or position data not otherwise covered in this manual as required functional documentation	used for audit and verification of data input or already a part of PDS record	destroy after 3 months or when no longer needed AUTH NC1-AFU-88-25
15	system change requests	AF Form 804, Personnel Data System Requirement/Change Request and supporting records		destroy after 3 years or when no longer needed, whichever is later AUTH N1-AFU-92-22
16		AF Form 1945, Personnel System Exceptions Report and supporting records		maintain 2 calendar years in current files, then destroy after 2 additional years AUTH N1-AFU-92-22
17	(RESERVED)			(RESERVED)

NOTE(S):

1 The Personnel Data System (PDS) is comprised of two basic parts: PDS-Military and PDS-Civilian. Various mechanized reports management products and card decks are produced, either on a one-time or recurring basis, as system output. The Base Level Personnel System (BLPS) is based on a central computer file of personnel data at base level, using standard programs to process data, produce output products, and suspense personnel actions. BLPS supports current PDS-Military and PDS-Civilian at MAJCOM and HQ USAF. Products from PDS of such significance as to require specific retention periods are identified in this table and table 36-9. Products relative to auxiliary systems which either support or are supported by the PDS, such as project transition, leave, and others having unique disposition criteria are identified in appropriate subject matter tables in the

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

TABLE 36-5**USAFAC FACULTY/CADET RECORDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Biographical Sketch	records used as a primary source for academic information on officers assigned to USAFA teaching positions and as a sole source for academic information on officers who have left	at faculty departments and staff agencies	retain in office for 10 years after departure from USAFA then forward to Special Collections (DFSELSC) and destroy when no longer needed for reference AUTH NC1-461-82-5
2	Tenure Associate Professors, Tenure Staff Officers, and Continuous Tour Officers	correspondence pertaining to the initial request, justification, Superintendent approval and AFMPC approval	at Director of Assignments (DPR)	destroy 1 year after termination or rescission of appointment AUTH NC1-461-82-5

TABLE 36-5

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	Instructor Files	forms and/or correspondence on future, current, and past USAFA instructors		destroy when no longer needed for reference AUTH NC1-461-82-5
4	Case Files of Advance Degree Nominations	correspondence pertaining to the available resources, AFIT eligibility letters		destroy upon completion of AFIT training AUTH NC1-461-82-5
5	Graduate Program Applications	correspondence and related records concerning applications and preparation for scholarships/fellowships	at Graduate Studies	destroy after 25 years (Note 1) AUTH NC1-461-82-5
6	Conduct and/or Aptitude Probation	correspondence used to refer cadet for placement on, continuation on, or removal from aptitude or conduct probation	at Cadet Policy Division	destroy upon graduation or, when cadet would have graduated AUTH NC1-461-82-5
7	Counseling Record	forms used in daily contacts with cadets and are part of the individual's counseling file	at Cadet Counseling Center	destroy 1 year after graduation AUTH NC1-461-82-5
8	Investigation Files	investigative material pertaining to Wing Honor Boards	at Cadet Honor and Ethics on 1st & 2nd class Cadets	destroy after 1 year AUTH NC1-461-82-5
8.01			at Cadet Honor and Ethics in 3rd and 4th class cadets	destroy after 6 months AUTH NC1-461-82-5
9	Case Files of Honor Hearings	honor hearings of accused cadets	guilty cases at Cadet Honor and Ethics	destroy after 5 years AUTH NC1-461-82-5
10			not guilty cases at Cadet Honor and Ethics	destroy after 1 year AUTH NC1-461-82-5
11	Honor Code Board Log	numerical log of all Honor Code Boards	at Cadet Honor and Ethics	destroy when no longer needed for reference AUTH NC1-461-82-5
12	Honor Review Committee	minutes of meetings and background material		destroy when no longer needed for reference AUTH NC1-461-82-5
13	Honor and Ethics Training	material used for honor and ethics training	at Cadet Honor and Ethics	destroy after 1 year or when no longer needed, whichever is sooner AUTH NC1-461-82-5
14	Exit Questionnaire	resignation questionnaire on honor code		
15	(RESERVED)			(RESERVED)
16				
17				
18	Boards and Investigations	case files on cadets documenting investigations and boards	at Staff Judge Advocate's office	destroy when no longer needed for reference AUTH NC1-461-82-5
19	Cadet Promotion	roster used to provide information		destroy after 1 year

TABLE 36-5

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	List	necessary to publish a listing of all cadets possessing rank for the next promotion list term		AUTH NC1-461-82-5
20	Cadet Information Card	forms used to provide faculty departments and instructors with a ready reference academic profile of current and past cadets	at each department	destroy after purpose has been served or 10 years after graduation whichever is sooner (Note 2) AUTH NC1-461-82-5
21	(RESERVED)			(RESERVED)
22	Motor Vehicle Information	forms used to request permission for purchase of a motor vehicle and to record information about a cadet's motor vehicle including a summary of his/her driving record	at Air Officer Command office	destroy when superseded, when no longer needed, or upon graduation, whichever is sooner AUTH NC1-461-82-5
23	Drum and Bugle Corps	forms and correspondence to record cadet's interest, experience, and abilities including audition sheets from tryouts	at Cadet Drum and Bugle Corps Office	destroy after graduation or when cadet would have graduated AUTH NC1-461-82-5

NOTE(S):

- 1 Retained at USAF Academy the entire retention period
 2 Retained in department the entire retention period

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

TABLE 36-6**PERSONNEL SURVEYS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	personnel surveys	correspondence on announcement, method of administration, suspense dates, disposition instructions used to conduct surveys	at HQ USAF/DPCE and HQ AFMPC/DPMYOS	destroy after 5 years AUTH N1-AFU-90-3
2			at MAJCOMs, MPFs, CPFs	destroy following closing date of the survey AUTH. N1-AFU-90-3
3		select DESIRE inquiry statement used to identify respondents at respective MPFs and CPFs		
4		listing of respondents used to identify and contact respondents and for follow-up contacts as necessary		

TABLE 36-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5		survey booklets used to administer survey		destroy after use or send to next location, as directed AUTH N1-AFU-90-3
6		answers sheets used to record responses, then to compile responses		send to the Air Force Military Personnel Center (AFMPC) for optical document scanner to read and create data files, destroy when quality-controlled file is created AUTH N1-AFU-90-3
7		computer printout of survey data used by OPR to analyze survey results		destroy when no longer needed AUTH N1-AFU-90-3
8		report of survey findings on data analysis, and resulting action taken or planned		
9		computer tapes or mass storage used to maintain data available for further analysis and longitudinal studies		erase when no longer needed AUTH N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

TABLE 36-7**FAMILY SUPPORT CENTERS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Family Support Center programs	programs offered by the Family Support Center Copies of outlines, indexes, letters, class lesson plans, publicity, etc , of programs available or pending		destroy when superseded, obsolete, or no longer needed AUTH N1-AFU-90-3
2	records of families seeking services	ongoing record of individual requests for services, information or instruction (AF Forms 2800 and 2801)	at base level	destroy after 1 year or when no longer needed, whichever is later. AUTH N1-AFU-90-3

TABLE 36-7

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	Family Support Center contact records	forms and similar documents regarding individuals who logically may later seek services of the Family Support Center either by direct contact or referral from commanders or other base agencies		destroy 3 months after quarterly report is sent in if further contact is not made AUTH N1-AFU-90-3
4	intake summaries	records of individuals seeking counseling, information, referral or program participation (AF Form 2806)		destroy after 2 years AUTH N1-AFU-90-3
5	volunteers service records	AF Forms 2805	at base level	destroy 1 year after individual departs AUTH N1-AFU-90-42

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

TABLE 36-8

POINT CREDIT ACCOUNTING AND REPORTING SYSTEM (PCARS) (SEE NOTE)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	input transaction registers	certified listing summarizing manual input to PCARS from the MPF (Military Personnel Flight)	produced by MPFs and held at MPF work centers	destroy after 16 months AUTH N1- AFU-90-3
2	processed transactions	listings reflecting all transactions processing in PCARS	produced by PCARS and distributed to MPFs	
3	rejected transactions	listings of transactions which failed its and reject to MPFs for correction		destroy after corrective action completed or when the listing is superseded by a more current listing AUTH N1-AFU-90-3
4	point summaries	MPF member roster and point summaries for reservists assigned to the MPF		destroy after receipt of more current reports or when no longer needed AUTH N1-AFU-90-3
5	ANG/USAFR retirement credit summary/statement of point earned	preprinted of continuous forms designed to be used for computer printing within PCARS and/or manually completed	in Master Personnel Record Group and Field Record Group	see table 36-12, rules 1 and 1.1 AUTH N1- AFU-90-3
6			at MPFs and other work centers	destroy after 1 year or when no longer needed, whichever is sooner AUTH N1-AFU-90-3

TABLE 36-8

Continued. (SEE NOTE)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7			at Adjutants General offices in the respective states	dispose of according to the legal requirements of the individual states AUTH N1-AFU-90-3
8	working data used to operate the PCARS	accession listings, list of recycled transactions, list of records requiring reconciliation between APDS, PCARS and ARPAS, and various control reports used to assure a valid computer update	at MPF work centers	destroy after 1 year or when no longer needed, whichever is sooner AUTH N1-AFU-90-3
9	statistical reports or summaries used to manage PCARS	ANG point summary, error analysis reports, input and reject analysis reports, APDS-PCARS reconciliation reports, MPF performance evaluation reports	at MPF work centers, National Guard Bureau, Air Force Reserve, HQ USAF Office of Air Force Reserve, State Adjutant General, and other activities as applicable	destroy after 1 year or when no longer needed, whichever is sooner AUTH N1-AFU-90-3

NOTE: The term MPF applies equally to military personnel flights, consolidated reserve personnel offices and the Air Reserve Personnel Center OPR as the reference is pertinent

These three rules (involving temporary electronic records) apply to all rules in the preceding table.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

TABLE 36-9

PERSONNEL DATA SYSTEM--MILITARY AND CIVILIAN (HQ AFMPC)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	HQ AFMPC PDS- MILITARY PDS- CIVILIAN (TAPE)	a complete PDS record (by sub- system) for every member on the master personnel file as of the end of each month (EOM)	used to derive the strength of the AF as of EOM and for retrieval purposes	destroy EOM Jul, Aug, Oct, Nov, Jan, Feb, Apr, May, after 13 months AUTH N1- AFU-90-3
2	PDS-EOM Mar and Jun			destroy after 3 years AUTH N1-AFU-90-3
3	PDS-EOM Dec			destroy after 6 years AUTH N1-AFU-90-3
4	PDS-EOM Sep			retire as permanent (See Note) AUTH N1-AFU-94-2

TABLE 36-9

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	HQAFMPC PDS-MILITARY PDS-CIVILIAN (TAPE)	record transactions processed by SSAN, CCRN for each update	provides capability for post analysis for actions affecting AF personnel structure and for reconstructing of master files	destroy after 6 months AUTH N1-AFU-94-2
6	HQAFMPC Monthly (TAPE and Microform) PDS-Civilian	transactions as of update for the month, build to pack as each occurs	used for monthly reports and recovery of reports, effecting AF Personnel and strength	destroy after 6 months AUTH N1-AFU-90-3

NOTE: This applies to the following 6 master files (or their successors) Active Airmen Master File, Active Officers Master File, Air National Guard Airmen Master File, Air National Guard Officers Master File, USAF Reserve Airmen Master File, USAF Reserve Officers Master File

These three rules (involving temporary electronic records) apply to all rules in the preceding table, *except that Rules 9-16 do not apply to Rule 4*

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

TABLE 36-10

USAF RECRUITING SERVICE RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	National Lead Fulfillment	listing by flight and recruiting office of names and all available information on prospects who responded to a national advertisement, which are used by flight supervisors and recruiters		destroy 2 years after end of FY in which all actions are completed AUTH N1-AFU-90-3
2	Center of Influence (COI) leads	AETC Form 1303 listing new leads generated as a result of a Prospective Applicant (PA) COI event	at recruiting offices which held the event and at flight supervisor offices	
3	data feedback	separate or detachable mail back information card used to obtain pertinent information from individuals who indicate their interest in finding out about the USAF		destroy after 2 years or when no longer needed, whichever is sooner AUTH N1-AFU-90-3
4	visitor log	log to record visits by distinguished civilians and all military personnel	at recruiting offices	destroy after 1 year. AUTH N1-AFU-90-3
5	Personal Interview Records (PIRs)	records prepared during interview to determine enlistment eligibility	at preparing activities	destroy 2 years after end of FY in which all actions are completed AUTH N1-AFU-90-3

TABLE 36-10

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	enlistment case files	forms and related records used to process and enlist individuals into the military service (See Note 1)	at recruiting offices	send to appropriate USAF Military Enlistment Processing Station (MEPS) liaison office prior to applicant processing at that facility AUTH N1-AFU-90-3
7		forms and related records used to process and enlist individuals into the military service (See Note 1)	at AFLiaison (MEPS) Offices	distribute case file forms per AETCR 33-2 and Military Enlistment Processing Command (MEPCOM) directives Destroy remaining forms 90 days after applicant enlistment AUTH N1-AFU-90-3
8		case files on applicants separated from the Delayed Enlistment Program (DEP)	at squadron operations offices	destroy 1 year after the end of the month in which the applicant was discharged AUTH N1-AFU-90-3
9		case files on applicants processed and disqualified because they failed to meet mental or physical standards, failed to enlist in the DEP or regular AFOR acceptance assignment reservation, or no further enlistment action is contemplated	at recruiting offices	destroy 3 months after the end of the month case file was received by the recruiter AUTH N1-AFU-90-3
10	school program folders	individual data pertaining to type of school, visits scheduled, direct mail program mailouts, ASVAB listings and other appropriate data		destroy 2 years after end of FY AUTH N1-AFU-90-3
11	(RESERVED)			(RESERVED)
12	Recruiter Daily Activity Log	form used to log daily expectation, literature mailed, replies received, calls attempted, contacts made, appointments scheduled, number of prospects who failed to show for appointment and number of prospects who were recontacted for appointment, walk-ins, disqualified individuals, PIRs initiated, etc, which are prepared by the recruiter		destroy after 3 months AUTH N1-AFU-90-3
13	Supervisor's Recruiter Activity Log	evaluation and analysis of flight recruiters, which are prepared by the flight supervisor		destroy when no longer needed or upon transfer to Consolidated

TABLE 36-10

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				Recruiter Activity Log AUTH N1-AFU-90-3
14	Consolidated Recruiting Activity Log	data consolidated from Supervisor's Recruiter Activity Log, which are prepared by the flight supervisor		destroy 1 year after end of FY AUTH N1-AFU-90-3
15	Squadron Operations Daily Activity Log	data on daily recruiting operations	at squadron operations	destroy after 3 months AUTH N1-AFU-90-3
16	Squadron Operations Monthly Activity Log	data consolidated from Operations Daily Activity Log		destroy 1 year after end of FY AUTH N1-AFU-90-3
17	market surveys	a record of unemployment rates, reserve components, cultural and ethnic makeup of the market area, and Armed Services Vocational Aptitude Battery data	at recruiting offices	destroy 1 year after end of FY AUTH N1-AFU-90-3
18			at flight and squadron operations offices	destroy 2 years after end of FY AUTH N1-AFU-90-3
19	commissioning case files	applications awaiting board action	at Officer Training School/medical/nurse program manager office and AFRS	destroy 12 months after end of the month of entry into active duty (EAD) AUTH N1-AFU-90-3
20		applications awaiting resubmission for those who have been nonselected, have declined a commission, or have been medically disqualified		destroy 12 months after the end of the month in which final action is completed AUTH N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or

TABLE 36-11

TABLE 36-11		PERSONNEL SERVICES		
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	services program planning	studies, directives, and analyses reflecting organization of programs, and conduct and result of program		see table 34-1 AUTH N1-AFU-90-3
2	support for religious, morale, welfare, and recreation facilities and activities	supply records, fund budgets (See Note)		

TABLE 36-11

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	professional entertainer records	locator cards for professional entertainers of foreign nationality performing in overseas military establishments		
4	private organizations' (PO) records	constitutions and by-laws, charters or articles of agreement, legal reviews by Judge Advocates, commander's approval to operate on base, biennial review waivers and related papers	at responsible staff offices as designated by the installation commander	destroy 1 year after discontinuance of the PO (See Note) AUTH N1-AFU-90-3
5		minutes of meetings and monthly financial statements		destroy after 1 year or when no longer needed, whichever is sooner (See Note) AUTH: N1-AFU-90-3
5.01	Private organizations' (PO) records of types 2 and 3 POs as described in AFI 34-123	financial audits and reviews		destroy after 1 year or when no longer needed, whichever is sooner (Exception: Retain the most recent for 1 fiscal year following discontinuance of the PO, then destroy) AUTH N1-AFU-90-3
6	reports on applications for vending stand locations	reports required by AFI 34-206 identifying number of applications for vending stand locations received from state licensing agencies, number accepted, denied, and still pending, as pertain to applications from blind persons	at HQ AFMPC/DPMSC	destroy after 3 years AUTH N1-AFU-90-3
7			at MAJCOMS and intermediate commands	destroy after 3 months AUTH N1-AFU-90-3
8			at installations	destroy after 2 years AUTH N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table, except that Rules 9-12 do not apply to records covered by Rule 1.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

TABLE 36-12

INDIVIDUAL MILITARY PERSONNEL RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	Master Personnel Record Group	records which comprise the history of an individual's military service required by AFI 36-2608 to be filed in the Master Personnel Record Group	at HQ AFMPC and HQ ARPC	manage according to AFI 36-2608 and retire to NPRC after HQ AFMPC and HQ ARPC complete all personnel actions (e.g., discharge, retirement, dismissal, pay at age 60) pertaining to the individual (See Note 4) AUTH NCI-AFU-80-29
1.01	Command Record Group or Field Record Group	records which comprise the history of an individual's military service required by AFI 36-2608 to be filed in the Command Record Group and/or the Field Record Group		dispose of per AFI 36-2608 AUTH N1-AFU-90-3
1.02	Air Force Discharge Review Board (final action)	case files of hearing proceedings of applicants	SAF/MIC	transfer to NPRC (MPR) after HQ AFMPC and HQ ARPC complete all personnel actions pertaining to the individual. Destroy after 75 years. Also retire cassette tapes of hearing to WNR Con on an annual basis, or when volume permits, whichever is sooner. Destroy after 75 years (See Note 7) AUTH N1-AFU-90-15
2	personnel information file	extra copies of records covered elsewhere in this regulation or other records necessary to manage the member at the unit/supervisor level which are kept by the commanders and supervisors in the Command/Supervisor Assigned Personnel Information File		retain in office file until superseded, no longer needed, separation, or reassignment of individual on PCA or PCS (See Note 8) AUTH N1-AFU-90-3
3	Air Force Personnel Selection Panel (PSP) records	career briefs, selected and non-selected packages and related records which pertain to Air Force Special Activities Center (AFSAC)	at HQ AFSAC/INXC	destroy when no longer needed or when member leaves AFSAC AUTH N1-AFU-90-3

TABLE 36-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3.01		records pertaining to medical professional staff concerning their professional papers, accomplishments, research, speeches, doctor/patient relationship, etc	at HQ AFMSC/SGP	destroy on reassignment, separation, inactivation of activity, when no longer needed, or after 5 years, whichever is sooner (See Notes 1 and 2) AUTH N1- AFU-90-3
3.02	Air Attache Informational Personnel Records	career briefs, selected and nonselected packages and related records which pertain to air attaches	at Directorate of Air Attache Affairs, HQ AFISA	destroy when no longer needed or when members leave Attache service AUTH N1-AFU-90-3
4	correction of military records of officers and airmen	copies of policies, opinions, and other records pertinent to the establishment and function of the AF Board for Correction of Military Records (AFBCMR) accumulated by the board under AFIs 36-2603 and 36-2401 (see table 38-5, rule 1)	at AFBCMR	destroy when no longer required AUTH N1- AFU-90-3
5				destroy after 75 years AUTH N1-AFU-90-3
6			at HQ AFMPC and HQ ARPC	destroy after 3 years AUTH N1-AFU-90-3
7			at other than SAF/ MICB(S) and HQ AFMPC and HQ ARPC	destroy after 2 years or when individual transfers or separates from service, whichever is sooner AUTH N1- AFU-90-3
7.01			accumulated by the Review Board at AFMPC and ARPC under AFI 36-2401	destroy on completion of Review Board actions AUTH N1- AFU-90-3
8	Personnel Accountability Kit (PAK)	records which individuals must hand carry on deployment for management purposes at deployment site used only when individual is deployed and maintained during entire period of deployment		return to the unit upon completion of deployment, or give to individual upon PCS, separation or discharge in order to comply with appropriated directives (Exception return passports per DODI 1000 21-R) AUTH N1-AFU-90-48
9	service number	registers, logs or comparable records		transfer to NPRC

TABLE 36-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	register files	used to identify individualstowhom specific servicenumberswere assigned, ortocontroltheallotment and suballotmentofblocksof service numbersobtainedfromDepartmentof the Army, 1947-July 1969		(MPR) and destroy when no longer needed in the reconstruction of military personnel records AUTH N1- AFU-90-3
10	absentee/deserter case files	DD Form 553, Absentee Wanted by the Armed Forces, DD Form 616, Report of Return of Absentee Wanted by the Armed Services, and related records, concerning the member's unauthorized absence and return to military control	original records initiated at MPFs and copies at HQ AFMPC/ DPMARS	dispose of per AF 36- 2608 AUTH N1- AFU-90-3
11			at MAJCOM OPRs	destroy 1 year after the unauthorized absence is terminated AUTH N1-AFU-90-3
12			at security police and other base agencies	see table 38-1. AUTH N1-AFU-90-3
13	weight management program or fitness improvement training (FIT) program case files	correspondence, administrative actions, summaries, counseling records, AF Form 393, Individual Records for Weight Management and Fitness Improvement Training (FIT) Programs, AF Form 1975, Personal Fitness Progress Chart, individual notification correspondence and other related documents required by AF 140- 502	maintained in unit orderly rooms	destroy 1 year after removal from program(s), after successful completion of Probation and Rehabilitation (P&R), or 90 days after separation or retirement, whichever is sooner (See Note 3) AUTH N1-AFU-90-33
13.01	(RESERVED)			(RESERVED)
14	family care responsibilities	AF Form 357	at unit orderly room, first sergeant's office, unit commander's office or DET/OL administrative office	destroy when superseded, member is reassigned, or required to document dependent care plan AUTH N1- AFU-90-3
15		automated listing of assigned single members sponsors and military couples with dependents	at unit orderly room	destroy when superseded AUTH N1-AFU-90-3
16	Individual Mobilization Augmentee (IMA) annual status report	reports pertaining to authorized and assigned IMA levels and force readiness	at HQ USAF/DPXX and AF/RE, MAJCOMs, HQ AFMPC and HQ ARPC	destroy after 3 years AUTH N1-AFU-90-3
16.01	Individual Management Augmentee (IMA)	copies of records covered elsewhere in this regulation or other records necessary to manage the member at	with Unit Reserve Coordinators	destroy when superseded or no longer needed At time of

TABLE 36-12

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
	folders	the unit/supervisor level		reassignment or separation, forward the record to the member, and if reassigned within the command, forward the record to the gaining unit. AUTH NI-AFU-93-16
17	Civilian/Military Service Review Cards	control cards showing determinations of active duty type discharge for civilian/contractor personnel (Public Law 95-202)	at Boards and Correction Section, Air Force Personnel Center (SAF/MIBR)	retire as permanent (See Note 6). AUTH NC1-AFU-82-52
18			at other than AFMPC/DPMDOA	destroy 2 years after service credit determination is made AUTH NI-AFU-90-3
19	AF morning reports and indexes	morning reports containing information on gains, losses, or changes in status of personnel assigned to a unit, 1947-1966 and indexes	at NPRC (MPR)	dispose of in January 2042, if no longer needed in documenting military service (See Note 5) AUTH NI-AFU-90-3
20	court reporter's record	court reporter's recordings for formal hearings of the Physical Evaluation Board consisting of verbatim or summarized records and tapes and discs not transcribed		destroy 3 years after date of hearing AUTH NI-AFU-90-28
21	military personnel flight letters (MPFL) and ALPERSCOM letters	record copies	at HQ AFMPC	destroy after 2 years AUTH NI-AFU-90-3
22		copies used as a policy reference file and maintained in control number sequence by calendar year	at other than HQ AFMPC	destroy after 90 days or when no longer needed AUTH NI-AFU-90-3
23	Officer or Enlisted Trained Personnel Requirement (TPR)	manning level by AFSCs		destroy after 2 years AUTH NI-AFU-93-17

NOTE(S):

1 If otherwise releasable, records eligible for destruction may be given to individual concerned, in lieu of destruction

2 At the discretion of the MAJCOM, informational personnel records may be transferred to gaining MPF for intracommand reassignments

3 RESERVED

4 Transfer to the National Archives 75 years after retirement of the Master Personnel Records (MPR) to NPRC National Archives, after consultation with the AF, historians, genealogists and other concerned parties, will determine the disposition of the MPR. All or some of the MPR will be designated archival and accessioned into the Archives' holdings. Any MPR not selected for archival preservation may be either donated to an appropriate institution or destroyed

These three rules (involving temporary electronic records) apply to all rules in the preceding table; *with the exceptions noted below*

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

Exceptions:

Rules a & b do not apply to records covered by Rules 1, 9, & 17

rule c does not apply to records covered by rules 1 & 17.

5 This is a discontinued documentation series consisting of approximately 6,500 cubic feet of records. The morning reports for the period 1947-1959 are on microfilm, while those for 1959-1966 are on paper. They can be disposed of 75 years after date of latest report, i.e., 2042, assuming that their use in documenting military service has ceased.

6 Transfer cards to the National Archives in 10 year blocks 30 years after service credit determination is made.

7 DD form 293, DRB Findings and DRF minority reports will be incorporated into the MPR. All other records will be destroyed after 75 years and will be stored separately from the MPR.

8 On intercommand reassignment (PCA or PCS) the file is given to the individual or destroyed. On intracommand reassignment (PCA or PCS) the file is given to the individual, forwarded to gaining commander, or destroyed.

TABLE 36-13

REENLISTMENT AND RETENTION (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	career information and counseling	forms maintained and monitored under AFI 36-2606	at unit of assignment	send to gaining unit upon PCA without PCS; or send to Base Career Advisor when the airman is scheduled for PCS, separation, or is selected for reenlistment. For AF Reserve personnel, destroy 1 year after loss of member. AUTH N1-AFU-91-27
1.01			at MPF in the career enhancement element	forward for inclusion in the UPRG when the airman is scheduled for PCS, give to the member upon separation or reenlistment, return to unit of assignment when the airman becomes ineligible to reenlist. For AF Reserve personnel, destroy 1 year after loss of member. AUTH N1-AFU-91-27
2	selective reenlistment and retention	selection records, including annotated eligibility rosters created in selecting or nonselecting airmen for continued		destroy after 1 year. AUTH N1-AFU-90-3
3		duplicates of records, the original of which are in the field record group		destroy 6 months after final action. AUTH N1-AFU-90-3
4	ANG Incentive	bonus contracts, payment authorizations, ledgers, reports, related correspondence pertaining to the ANG incentive program	at MPF's career enhancement	destroy when no longer needed or 1 year after final action, whichever is later. (See Note 2) AUTH N1-AFU-90-3

TABLE 36-13

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4.01	AFREnlisted Incentive Program	bonus contracts, reports, related correspondence pertaining to the AFREnlisted incentive program	at HQ AFRES/DPRV	
5	selective reenlistment bonus (SRB)	records pertaining to lump sum or advanced payment of SRB	at MAJCOM retention offices or at MPFs career enhancement	destroy after 1 year. AUTH N1-AFU-90-3
6	special retention initiative or suggestions	records pertaining to identification of such factors and action taken for adoption or disapproval	at MPFs or units	destroy after 1 year. AUTH N1-AFU-90-3
7 thru 10	(RESERVED)			(RESERVED)
11	reenlistment and retention program	records required by AFI 36-2006 which is not covered elsewhere in this regulation		destroy after 1 year. AUTH N1-AFU-90-3

NOTE(S):

1 Rules apply to those copies not required by current directives to be filed in individual military personnel record groups (see table 36-12)

2 See table 177-25 for the disposition of actual pay records maintained by the AFOs

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

TABLE 36-14

ENLISTMENT AND REENLISTMENT RECORDS (SEE NOTE)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	enlistment and transfer reports	reports of enlistments, reenlistments, and reassignments		destroy after 2 years AUTH N1-AFU-90-3
2	rejected enlistment applications	applications and related correspondence		destroy after 2 years AUTH N1-AFU-90-3
3	basic trainee interview records	interviews and supporting records		destroy 1 year after completion of case AUTH N1-AFU-90-3
4	recruiting activities management support system (RAMSS) DSDEO27	enlistment processing records		destroy when no longer needed AUTH N1- AFU-90-3
5		recruiter personnel records		destroy 1 year after individual is removed from recruiter production status. AUTH N1-AFU-90-3

TABLE 36-14**Continued. (SEE NOTE)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6		armed services vocational aptitude battery (ASVAB) testing lead information		destroy after 2 months AUTH N1-AFU-90-3
7	Enlistment or Reenlistment Agreement-Armed Forces of the US, and A Free enlistment eligibility form	forms on enlistments and reenlistments	at MPFs and career assistance units	destroy after 3 months AUTH N1-AFU-90-3

NOTE: Rules apply to those copies not required by other directives to be filed in individual military personnel records groups (see table 36-12)

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

TABLE 36-15

CLASSIFICATION AND ASSIGNMENT RECORDS (SEE NOTE 1)

CLASSIFICATION AND ASSIGNMENT RECORDS (SEE NOTE 1)				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	personnel action forms (See Note 2)	forms used to request, announce, effect and record personnel actions, record results of classification board proceedings, and report and record duty status changes	in Field Record Group	see table 36-12. AUTH N1-AFU-90-3
2			accumulated by activities not covered by rules 3 through 10	destroy after 3 months or when no longer needed, whichever is sooner. AUTH N1- AFU-90-3
3		classification/on-the-job training action (AF Form 2096 or RIP) and duty status change (AF Form 2098)	at MPFs and CRPOs	destroy after 30 days AUTH N1-AFU-90-3
4		assignment/personnel action		
5		forms, board actions and related records	at HQ USAF and MAJCOMs	
6			at unit of assignment and GSUs	destroy when superseded, obsolete, on reassignment or separation of individual, or on inactivation, whichever is sooner AUTH N1- AFU-90-3

TABLE 36-15.

CLASSIFICATION AND ASSIGNMENT RECORDS (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	personnel action forms (See Note 2)	forms used to request, announce, effect and record personnel actions, record results of classification board proceedings, and report and record duty status changes	in Field Record Group	see table 36-12. AUTH. N1-AFU-90-3
2			accumulated by activities not covered by rules 3 through 10	destroy after 3 months or when no longer needed, whichever is sooner. AUTH N1- AFU-90-3
3		classification/on-the-job training action (AF Form 2096 or RIP) and duty status change (AF Form 2098)	at MPFs and CRPOs	destroy after 30 days AUTH. N1-AFU-90-3
4		assignment/personnel action		
5		forms, board actions and related records	at HQ USAF and MAJCOMs	
6			at unit of assignment and GSUs	destroy when superseded, obsolete, on reassignment or separation of individual, or on inactivation, whichever is sooner AUTH N1- AFU-90-3

TABLE 36-15

Continued. (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7			at MPFs	destroy after 3 months or when no longer needed, whichever is sooner. AUTH N1-AFU-90-3
8	(RESERVED)			(RESERVED)
9	personnel action forms used as legal evidence	copies of forms identified in rules 1 through 7	used as legal evidence in courts-martial or other legal proceedings	dispose of with court- martial or other legal proceedings to which they relate AUTH N1-AFU- 90-3
10			not filed as an attachment or exhibit to legal proceedings	destroy when no longer needed AUTH N1-AFU- 90-3
11	(RESERVED)			(RESERVED)
12				
13	officer career objective statement	forms used to communicate career goals to personnel managers at all levels	at HQ USAF, MAJCOMs and MPFs	destroy when superseded or on separation, whichever is sooner AUTH N1-AFU-90-3
14	airman assignment preference statement (overseas volunteer statements)	AF Form 392	used to assign airman to overseas preference	return to member AUTH N1-AFU-90-3
15	personnel selected for relocation	records pertaining to requisition, assignment, reassignment, separation or TDY	at MAJCOMs and major subordinate commands	destroy after 1 year AUTH N1-AFU-90-3
16	individual job descriptions	a job description for each established position		destroy when superseded, cancelled or on inactivation of activity, whichever is sooner. AUTH N1-AFU-90-3
17	(RESERVED)			(RESERVED)
18	assignment preference applications/special duty assignments	letters, applications, DD Form 398, AF Forms 109 and related records required by AFI 36-2110 (except AF Form 392)	approved	place in relocation folder AUTH N1-AFU-90-3
19			disapproved	return records to member AUTH N1-AFU-90-3
20	(RESERVED)			(RESERVED)
21	personnel status reports	reports prepared by units collocated with a servicing MPF to report duty status changes	at preparing unit	destroy when no longer needed (See Note 3) AUTH N1-AFU-88-22
21.01			at MPFs	
21.02	duty status change messages	messages prepared by geographically separated units from a servicing MPF to report duty status changes		

TABLE 36-15

Continued. (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
21.03			at preparing unit	
22	relocation folder	records assuring proper outprocessing from an activity on PCS or TDY, such as relocation preparation checklist, orders, record of emergency data, selection or nomination for training, and school quota/course project files	at MPFs	destroy 3 months after report not later than date (RNLTD) month, completion of TDY, or when relocation action is cancelled (See Note 4) AUTH N1-AFU-90-3
22.01		forms used to assure proper in- processing from an activity on PCS		destroy 3 months after reporting month AUTH N1-AFU-90-3
22.02		forms used to assure proper out- processing for Basic Military Training Graduates (See Note 3)	at Air Force military training centers (AETC)	destroy after 3 months AUTH N1-AFU-90-3
23	exchange officers	reports prepared by Allied Officers and submitted to officer's home service		destroy 5 years after exchange officer returns AUTH N1-AFU-90-3
24		case files of administrative records on USAF and Allied officers		destroy 1 year after completion of assignment or no longer needed, whichever is sooner. AUTH N1-AFU-90-3
25	(RESERVED)			(RESERVED)
26	military sponsor program	military sponsor program information forms at losing activity		forward to gaining command AUTH N1- AFU-90-3
27		related correspondence	at losing activity	destroy when no longer needed AUTH N1-AFU- 90-3
28			at gaining activity	
29	(RESERVED)			(RESERVED)
30	advanced academic degree (AAD) requirements	requests to establish/change AAD positions, AF education requirements, board reports and related correspondence used to establish, change or delete an AAD requirement in the manpower data system for line of the AF commissioned officers in grade of colonel and below in accordance with AFI 36-2303	kept by supervisors, HQ USAF, and MAJCOM functional managers	destroy when superseded or when AAD requirement is deleted AUTH N1- AFU-90-3
31			(RESERVED)	(RESERVED)
32			approved AAD requirements for changes in the manpower data system	see table 38-3 AUTH N1-AFU-90-3
33	enlisted aide	semiannual report, which		destroy when superseded,

TABLE 36-15

Continued. (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	assignments	identifies personnel actions related to the allocation and assignment of AFenlisted aides		obsolete or no longer needed AUTH N1-AFU-90-3
34	assessments screening records	biographical data, educational data, legal involvement, employment data, drug experience, physical or physiological disparities, credit information, character references and responses on basic training candidates for high risk jobs	at 3507th Airman Classification Squadron, Lackland AFB, Texas	destroy after 1 year AUTH N1-AFU-89-26
35	(RESERVED)			(RESERVED)
36	humanitarian/EFMP applications	case files of applications for humanitarian/EFMP reassignment/deferment	approved	destroy after 18 months AUTH N1-AFU-89-34
37			disapproved	return to member 18 months after disapproval AUTH N1-AFU-89-34

NOTE(S):

1 Rules apply to those copies not required by other directives to be filed in military personnel records groups (see table 36-12)

2 When recommended actions are disapproved and no alternate actions are substituted by approving or convening authority, retain one copy for MPF administrative section, and return original and all other copies to the originator.

3 Maintenance at the preparing unit is not required

4 TDY relocation records pertaining to school/training quotas at other than MPFs are disposed of in accordance with table 36-37 rule 1

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or

TABLE 36-16				
PERFORMANCE REPORTING AND QUALITY CONTROL RECORDS (SEE NOTE 1)				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	unfavorable information files (UIFs) on officers and airmen	written administrative admonition or reprimand not pursuant to Article 15, UCMJ, or sentence of court-martial on active duty personnel, and documented evidence or supported allegations of an unfavorable nature, including control roster correspondence,	UIF custodian	destroy 1 year after the effective date of placement into UIF the most recent unfavorable correspondence or document not related to administrative reprimand or admonition (See Notes 1, 2, 4, 5, 6) (EXCEPTIONS a when the UIF contains more than one document, destroy all records 1 year from the effective date of the most recent unfavorable correspondence or document, except when longer retention is required by rule 5, b files will be destroyed when a member is separated (without immediate return or continuation on active duty), retires or dies) AUTH NI-AFU-90-3
2		all copies of UIF summary	at MAJCOMs/FOAs/unit s and the original of the UIF summary maintained in the UIF	unit commanders (including headquarters squadron section commanders) may hold copies of both current and obsolete UIF summaries in the member's unit assigned personnel information file (see AFI 36-2608) until the member is no longer assigned to the unit, following reassignment from the unit (does not include unit redesignations), they will be destroyed, all other copies will be destroyed upon receipt of updated or reaccomplished UIF summary, or when all items have been removed and the UIF has been terminated (See Note 2) AUTH NI-AFU-90-3

TABLE 36-16

Continued. (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3			on students attending AETC flying/technical courses except as provided in rules 1 and 5	destroy per rule 1 or on termination of training status (completion, removal and reassignment from control of the training unit), whichever is earlier (See Note 2) AUTH N1-AFU-90-3
4			on personnel missing/captured in action, except as provided for in rules 1 and 5	forward to HQ AFMPC/DPMAJB when the command or field record group is disposed of according to AFI 36-2608 AUTH N1-AFU-90-3
5		results of court-martial convictions or punishments under Article 15, UCMJ, or other than minor civil court convictions (or judgment equating to convictions) as explained in AFI 36- 3014 pertaining to active duty personnel	at MPFs, Special Actions Unit, or Unit Orderly Room	destroy 2 years after effective date of punishment, or when commander signs blocks 6 and 7 of the AF Form 3070 for Article 15 action, or when the member is separated (without immediate return or continuation on active duty), retires or dies (EXCEPTION when additional correspondence or documents are replaced in the UIF under this rule or under rule 1 prior to expiration of the disposition date of documents already on file, the file will be retained for 1 or 2 years from the effective date of the new correspondence or document, or date of the most recent unfavorable correspondence, under rule 1 or 2, applicable (See Note 2) AUTH

TABLE 36-16

Continued. (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				N1-AFU-90-3
6	(RESERVED)			(RESERVED)
7	control rosters on officers and airmen	manual or mechanized control rosters accumulated under AFI 36-3014		destroy 1 year from date or when no longer needed, whichever is sooner AUTH N1- AFU-90-3
8	line of duty (LOD) determination file	original copy of AF Form 348, Line of Duty Determination and DD Form 261, Report of Investigation Line of Duty and Misconduct Status	at HQ AFMPC or HQ AFRPC	See table 36-12, rule 1 AUTH N1-AFU-90-3
8.01		duplicate copies		destroy 1 year after reconciliation with MPF career enhancement AUTH N1-AFU-90-3
9	officers' reclassification boards	board proceedings and related documents	on officers who are inefficient or otherwise unsuitable in current assignments	destroy after 5 years AUTH N1-AFU-90-3
10	qualification records	temporary forms		destroy when entries have been transcribed to permanent record AUTH N1-AFU-90-3
11	Nuclear Weapons Personnel Reliability Program (PRP)	Personnel Reliability Certificate (AF Form 286), and Notification of Personnel Reliability Program Decertification Action (AF Form 286A)	for PRP certification and permanent decertification	maintain and retire per AFI 36-2608 AUTH N1-AFU-91-44
12	Nuclear Weapons Personnel Reliability Program (PRP)	decertification case files	for PRP permanent decertification	destroy 1 year after date of decertification AUTH N1-AFU-91-44
12.01			for PRP temporary decertification	destroy when individual is no longer assigned to PRP duties or at Commander's discretion AUTH N1- AFU-91-44
12.02			for removal of PRP permanent decertification action	destroy 1 year after date of approval AUTH N1-AFU-91-44
13		Personnel Reliability Program Notification and Suspension Log (AF Form 164)	for PRP-related duties suspension	destroy each page when all suspensions are resolved AUTH N1- AFU-91-44
14		PRP status roster	for Commander's validation of PRP status	destroy when superseded AUTH N1-AFU-91-44

TABLE 36-16				
Continued. (SEE NOTE 1)				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
14.01	PRP certificates	forms used in the PRP qualification and screening process	at unit of assignment	destroy when individual is no longer assigned to PRP duties AUTH N1-AFU-90-3
14.02		forms for individuals reassigned to another unit on the same base who will be assigned to PRP duties at the new unit		send to the gaining unit of assignment AUTH N1-AFU-90-3
15	drug abuse (on or before 30 Sep 94)	contents of drug abuse case treatment files and other records related to a member's entry into and participation in rehabilitation accumulated under AFI 36-2701		see table 36-1 AUTH N1-AFU-90-3
16 thru 20	(RESERVED)			(RESERVED)
21	officer quality force management records	summaries of potential and pending quality force actions on officers assigned	at MAJCOM	destroy 2 years after last entry or sooner if superseded or no longer needed AUTH N1-AFU-90-3

NOTE(S):

- 1 Rules apply to those copies not required by other directives to be filed in individual military personnel record groups (see table 36-12)
- 2 If the custodian of the UIF has been notified that administrative elimination/demotion or court-martial action is under consideration, delay destruction pending completion of the action
- 3 (RESERVED)
- 4 Effective date is the date the individual initially acknowledges receipt of the unfavorable information or declines to do so within the time prescribed
- 5 Where the documentation relates to the placement of the member in the drug abuse program under AFD 36-27, the retention period is 12 months or upon successful completion of the follow-on support phase of the rehabilitation program, whichever is later
- 6 Subject to the policies and procedures outlined in AFI 36-2907, UIF records which were placed in the UIF under rule 1 of this table may be removed prior to the normal disposition date(s)
- 7-11 (RESERVED)

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

TABLE 36-17

MILITARY PERSONNEL TESTING RECORDS (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	test development materials	specimens of tests, background material on test items, tests, and test batteries, forms, statistical data, and related materials	attest development activities	destroy when no longer needed AUTH N1- AFU-90-3
2	request for waiver of promotion testing (current cycle)	listing of personnel in grade E-4 through E-8 eligible for promotion consideration who declined to test	filed in unit personnel record group per AFI 36-2608	see table 36-12, rule 1.1 AUTH N1-AFU- 90-3
3	test verification or statement of refusal to test			
4	test results			
5	airman promotion test rosters			
6	controlled test material destruction certificates or disposition records	AFOQT, BAT	attest control offices	see table 36-22 AUTH N1-AFU-90-3
7	inventories of test materials (See Note 3)			destroy after 2 years (See Note 2) AUTH N1-AFU-90-3
7.01	controlled test material accountability record			keep current and immediately preceding inventories, destroy all others (See Note 2) AUTH N1-AFU-90-3
7.02	change of Test Control Officer (TCO) and unannounced impartial official inventories of TCO accounts			destroy after 2 years AUTH N1-AFU-90-3
8	records of test administration			destroy after 1 year AUTH N1-AFU-90-3
		Armed Forces Classification Test (AFCT), Electronic Data Processing Test (EDPT), Defense Language Proficiency Test (DLPT), Specialty Knowledge Test (SKT), Promotion Fitness Examination (PFE), USAF Supervisory Examination (USAFSE), AF Reading Abilities Test (AFRAT), AF Dental Aptitude Test (AFDAT), Defense Language Aptitude Battery (DLAB), Air Force Officer Qualifying Test (AFOQT), Basic Attributes Test (BAT)		

(Rules 9-12 do not exist.)

TABLE 36-17

Continued. (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
13	test material	controlled test material governed by AFI 36-2605, including test booklets, score keys, and test tapes	at Test Control Offices	destroy superseded editions within 30 days of receipt of revised editions or as directed by HQ AFMPC/DPMMT AUTH N1-AFU-90-3
14	(RESERVED)			(RESERVED)
15	completed answer sheets	answer sheets for AFCT EST, EDPT, AFDAT and AFRAT	scored locally	destroy after 6 months AUTH N1-AFU-90-3
15.01		(RESERVED)		(RESERVED)
15.02				
15.03				
15.04		answer sheets for DLAB, DLPT II/DLPT III, and DLPT I		send monthly to ATFL-EST-M, Foreign Language Center, ATTN Test Control Officer Building 631, Room 16, Presidio of Monterrey, CA 95944- 5006 AUTH N1- AFU-90-3
15.05		answer sheets for AFOQT	scored at HQ AFMPC	send to HQ AFMPC/DPMYOT, Randolph AFB TX 78150-6001, where they will be destroyed when no longer needed AUTH N1- AFU-90-3
16		(RESERVED)		(RESERVED)
16.01		answer sheets for Armed Services Vocational Aptitude Battery (ASVAB)	at Air National Guard (ANG) and AF Reserve (AFRES) testing units, and overseas Consolidated Base Personnel Offices and testing units	destroy 6 months after scoring AUTH N1- AFU-90-3
17	completed answer cards	Air Force Personnel Test 851 (AFPT 851)	record copies at Air Force Manpower and Personnel Center, Airman Promotion Management Branch (HQ AFMPC/DPMJW)	destroy after 2 years AUTH N1-AFU-90-3

TABLE 36-17

Continued. (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
18	High Score File	listings used in test compromise research	record copies at HQ AFMPC/DPMAJW	destroy after 6 months AUTH N1-AFU-90-3
19	Current Master File (MTF)	microfiche containing current test record		destroy after 2 years AUTH N1-AFU-90-3
20	USAFSE Results (Roster)	listings of USAFSE results by name and month of administration		destroy after 20 years AUTH N1-AFU-90-3
21	Test Answer Card Reject Analysis Listing	listing of error rates by TCO		destroy after 1 year AUTH N1-AFU-90-3
22	AFPRT 237/Machine Run Rosters	listing of individual testing by TCO		destroy after 1 year AUTH N1-AFU-90-3
23	No-Show Waivers	request for no-show waivers		destroy after 2 years AUTH N1-AFU-90-3
24	Historical Master Test File (MTF)	test records purged from the current MTF	record copies at HQ AFMPC/DPMAJW/D PMYOT	destroy after 10 years AUTH N1-AFU-90-3
25	Test Compromise Cases	files of investigation		destroy after 2 years AUTH N1-AFU-90-3

NOTE(S):

1 This table covers records pertaining to military personnel testing as prescribed in AFI 36-2605, and include tests for aptitude, proficiency, procurement and promotion programs (See tables elsewhere in this regulation for tests not covered by AFI 36-2605, such as civilian personnel tests in tables 36-27 and 36-28, academic and flying proficiency tests in 36 and 13 series tables, OSI tests in tables 71-7, prison tests in table 31-2, DANTE tests in table 36-50, etc.)

2 When a TCO's account is disestablished, furnish a copy of disposition of test material to the MAJCOM/FOA test control officer for review and retention for 1 year

3 RESERVED

4 3700 PRG/DPPT, Lackland AFB TX 78236-5000 will destroy after 2 months

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

TABLE 36-18**FLYING STATUS RECORDS (SEE NOTE)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	fly ing evaluation boards, faculty boards, or aeronautical rating boards	board proceedings and supporting records, such as physical and psychiatric exams, major aircraft accident and other reports, orders suspending pilot from or returning him/her to flying status		see table 13-10, rule 49 AUTH N1-AFU-90-3
2	flying status reports	reports of nonrated officers and enlisted personnel on flying status covering man-year authorizations and supporting records for crew and non- crew requirements		see table 13-10, rule 50 AUTH N1-AFU-90-3

TABLE 36-18

Continued. (SEE NOTE)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	crew information formats	locally devised forms used to collect personnel and operational data on "lead-select" crews		see table 13-10, rule 51 AUTH N1-AFU-90-3
4	flying status actions	correspondence and related records pertaining to requests for suspensions, fear of flying cases, excusal programs, non-rated officer utilization, aeronautical rating data records that pertain to aeronautical ratings or suspensions or hazardous duty status code changes and requests for update of the Uniform Officer Record (UOR) or Uniform Airman Record (UAR), and applications or requests for parachute jump status, and other flying status actions	at MAJCOMs/FOAs/maj or subordinate commands	see table 13-10, rule 52 AUTH N1-AFU-90-3
5			below major subordinate commands	see table 13-10, rule 53 AUTH N1-AFU-90-3
6	Missileman Badge	applications or requests for award of the Missileman Badge, Senior Missileman Badge, or Master Missileman Badge	accumulated by approving/disapproving authorities	destroy after 1 year AUTH N1-AFU-90-3
7	Weapons Controller			see table 36-33 AUTH N1-AFU-90-3
8	parachute jump records	forms recording jump experience, orders placing individuals on or removing them from jump status, and logs which record parachute jumps, used to substantiate certification of parachutists' pay, requests for higher parachute ratings and indicate experience of assigned personnel	for transferred personnel	send to new duty station AUTH N1-AFU-90-3
9			for separated personnel and individuals who are detached from jump duty	give to individual AUTH N1-AFU-90-3
10			for deceased personnel	forward for inclusion in personal effects (see AFI 34-501) AUTH N1-AFU-90-3
11			for missing in action, captured, or interred personnel	forward for inclusion in MPRG AUTH N1-AFU-90-3
12	Space Badge	suspense copy of the application or request for award of the Basic, Senior or Master Space Badge	at approving/disapproving authorities	destroy 3 months after approval/disapproval of the space badge (Note original is filed in UPRG) AUTH N1-AFU-90-3

NOTE: Rules apply to those copies not required by other directives to be filed in the military personnel groups (see table 36-12)

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

TABLE 36-19

PROMOTION AND DEMOTION RECORDS (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	officer appointment, promotion, selection boards through the grade of Colonel	proceedings, findings and related records	at HQ AFMPC and HQ ARPC	destroy after 50 years (See Note 2) AUTH N1-AFU-90-3
1.01	General officer promotion boards	board report, Secretarial direction to boards, joint statistics, letters of appointment, board agenda, board membership, board president and secretary remarks, eligible and selectee demographic data, eligible notification, recorder in-brief and out-brief, oaths, required interviews, call lists, selectee biographical data, IG records screening information, show caused designees, and benchmark records	at the Air Force Office of General Officer Matters (AFDPG)	retire as permanent (See Note 3) AUTH NC1-AFU-84-8
2	officer appointment, promotion, selection boards other than in rule 1	proceedings, findings and related records	at other than HQ USAF/MPG, HQ AFMPC and HQ ARPC	destroy 1 year after final action or on inactivation, whichever is sooner AUTH N1-AFU-90-3
2.01	regular appointments and indefinite reserve status	eligible and ineligible listings	at HQ AFMPC	see rule 1 AUTH N1-AFU-90-3
2.02			at other than HQ AFMPC	destroy 6 months after all actions have been completed for the board AUTH N1-AFU-90-3
2.03		acceptance oaths/statements, medical certificates, statements of declination	at HQ AFMPC and MPFs	see table 36-12, rule 1 AUTH N1-AFU-90-3
2.04			at other than HQ AFMPC and MPFs	destroy 6 months after all actions have been completed for the board AUTH N1-AFU-90-3
2.05	short term promotion records (other than those in rules 1, 1.1 and 2)	evaluation comments	at HQ AFMPC or HQ USAF	destroy when individual separates, retires or is promoted or when no longer needed AUTH N1-AFU-88-4
3	airman promotions	board proceedings, findings and related records	at HQ AFMPC and HQ ARPC	destroy after 50 years (See Note 2) AUTH N1-AFU-90-3

TABLE 36-19				
Continued. (SEE NOTE 1)				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
4			at MPFs	destroy 1 year after approval AUTH N1-AFU-90-3
5		recommendations	for individuals who died or became missing in action before promotion was effected	forward per AFI 36-2502 AUTH N1-AFU-90-3
6			other than in rule 5	destroy on promotion or supersession, whichever is sooner AUTH N1-AFU-90-3
7		inquiries, waivers, supplemental actions, and related records not part of the board proceedings	at MAJCOMs/HQ AFMPC	destroy after 1 year AUTH N1-AFU-90-3
8			at MPFs	destroy 1 year after end of cycle AUTH N1-AFU-90-3
9		records relating to removals from selection lists, waivers of criteria, and related records not part of the board proceedings	at MAJCOMs/HQ AFMPC	destroy after 5 years AUTH N1-AFU-90-3
10			at MPFs	destroy 1 year after end of cycle AUTH N1-AFU-90-3
11	airman demotions	recommendations for reduction in grade, and related records	approved and demotion directed	destroy after 1 year AUTH N1-AFU-90-8
12			disapproved	destroy after 3 months AUTH N1-AFU-90-3

NOTE(S):

- 1 Rules apply only to those not required by other directives to be filed in the individual record groups (see table 36-12)
- 2 Retain for 5 years, then retire to WNRC, where the records will be destroyed after 45 additional years
- 3 Transfer to National Archives after 50 years

These three rules (involving temporary electronic records) apply to all rules in the preceding table; *except that Rules a+b do not apply to records covered by Rules 1, 1.01 and 3 + Rule c does not apply to Rule 1.01*

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

TABLE 36-20**DISCHARGE AND SEPARATION (SEE NOTE 1)**

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	administrative discharge or separation from service for cause	board proceedings, board waivers, recommendations, and other related records	approved actions resulting in discharge	see rule 7 and note 1 AUTH N1-AFU-90-3
2		(RESERVED)		(RESERVED)
3		maintained at Legal Office as legal evidence	actions not resulting in discharge (See Note 2)	destroy after 1 year or on reassignment of member, whichever is sooner (See Note 3) AUTH N1-AFU-90-3
4	requests for discharge	applications and other records related to release from active duty, discharge, or separation by reason of dependency, hardship, or for the convenience of the government	disapproved actions	destroy 6 months after notification of disapproval AUTH N1-AFU-88-3
5			approved actions resulting in discharge at recruiting units	see rule 7 and note 1 AUTH N1-AFU-90-3
6	report of transfer or discharge	forms and related records		destroy 3 months after date of separation AUTH N1-AFU-90-3
7	separation preparation	relocation preparation project folders used to consolidate separation processing records and also includes recommendations for separation for cause resulting in separation		
8	(RESERVED)			(RESERVED)
9	exit questionnaires	questionnaires and similar records accomplished during separation processing		destroy after 6 months AUTH N1-AFU-90-3
10	request for waiver of discharge processing	related records	approved	hold in the Field Record Group until expiration of the period of service or enlistment during which it was approved, then destroy (See Note 2) AUTH N1-AFU-90-3
11			disapproved	return to originator AUTH N1-AFU-90-3
12	recruiting prospect card	personnel data and counseling action	maintained by the Reserve/Guard Counselor	destroy 1 year after separation AUTH N1-AFU-90-3
13	approved waiver of discharge for fraudulent enlistment entry (excludes waiver for concealment of prior service)	board proceedings, board waivers, recommendations, and related records on approved waiver resulting in retention		see rule 7 and note 1 AUTH N1-AFU-90-3

NOTE(S):

1 Rules apply to those copies not required by other directives to be filed in individual military personnel record groups (see table 36-12)

2 When rehabilitation procedures are approved, file a copy in the Unit Personnel Record Group per AFI 36-2608 and remove when probation or rehabilitation is complete and suspended involuntary discharge is permanently cancelled

3 EXCEPTION See AFI 36-2608 for records containing information indicating the possible existence of a physical or mental defect, or pertaining to airmen holding appointments of Reserve of the AF, commissioned or warrant officer

These three rules (involving temporary electronic records) apply to all rules in the preceding table.

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

TABLE 36-21

AF TRANSITION PROGRAM RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	operation and administration of AF Transition Program	policy and administration files Includes records not identified elsewhere on this table, or not filed in general correspondence files under table 37-11	at other than HQ AFMPC/DPMA	destroy after 1 year. AUTH N1-AFU-90-3
1.01			at HQ AFMPC/DPMA	retire as permanent (See Note) AUTH NC1-AFU-83-43
2	individual case files	records required for each participant	at transition program offices	destroy 6 months after termination of military status or reenlistment AUTH N1-AFU-90-3
3	transition training agreements			
4	recurring reports	reports required by this program not covered elsewhere in this regulation	at MAJCOM and HQ AFMPC/DPMA, transition program offices	destroy after 1 year. AUTH N1-AFU-90-3
5	Manpower Development Training Act	records such as budget estimates and annual plans		
6 thru 9	(RESERVED)			(RESERVED)

These three rules (involving temporary electronic records) apply to all rules in the preceding table; *except that Rules a, b, and c do not apply to records covered by Rule 1.01*

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

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TABLE 36-22

AIRMAN PROMOTION SYSTEM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	airman test control rosters	list of individuals meeting basic promotion eligibility criteria required to take promotion test(s)	record copy (original)	destroy after 1 year AUTH N1-AFU-90-3
2	airman ineligible for promotion testing rosters	list of personnel not eligible for promotion testing		
3	airman promotion testing purger roster	list of personnel by AFSC and grade overdue for completion of required promotion test		

TABLE 36-22

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	airman promotion eligibility listings	list of personnel in grades E-1 through E-8 eligible for promotion consideration		destroy after 6 months from processing month for grades E-1 through E-3 Destroy after 1 year from end of cycle for grades E-4 and above AUTH N1- AFU-90-3
5	airman promotion ineligibility listings	list of personnel in grades E-1 through E-8 ineligible for promotion consideration		
6	airman promotion selectees listings	list of personnel grades E-1 through E-8 who were selected for promotion to next higher grade		destroy unit lists after 6 months Destroy MPF lists after 1 year from end of cycle AUTH N1-AFU-90-3
7	airman promotion non-selectees listings	list of personnel grades of E-1 through E-8 who were not selected for promotion to next higher grade		
8	airman promotion selection monthly increment list	list of personnel in grades E-4 through E-8 whose sequence number is effective the first of the following month		destroy after 1 year from end of cycle AUTH N1-AFU-90-3
9	airman promotion data verification record	lists data to be reviewed by those personnel eligible for promotion	individual's copy	destroy when no longer needed AUTH N1- AFU-90-3
10	promotion test requirements	listing containing test requirements for personnel eligible for promotion	record copy (original)	destroy after 1 year AUTH N1-AFU-90-3
11	rosters and listings covered by rules 1 through 10	information copies		destroy after 90 days or when no longer needed, whichever is sooner AUTH N1-AFU-90-3
12	WAPS notice	listing containing data that was used for promotion	individual's copy	destroy when no longer needed AUTH N1- AFU-90-3
13	promotion cutoff/select analysis list	listing reflecting eligible personnel, quota selected, non weighable personnel, promotion opportunity and cutoff score required for selection by promotion AFSC	HQ AFMPC record copy	destroy after 10 years AUTH N1-AFU-90-3
14			copies other than rule 13	destroy after 1 year AUTH N1-AFU-90-3
15	postselect control list	listing of record status changes to the WAPS file	HQ AFMPC record copy	destroy after cycle is purged AUTH N1- AFU-90-3
16	TICS 309 input by MPF/HAF errors	are reject listing which identifies TICS 309 input by MPF or HAF		

TABLE 36-22

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
17	unprojected promotions and MPF/HAF promotion withholds/cancellations	listing of personnel who were selected for promotion but grade changes were effected and subsequent cycle was activated if member eligible for promotion		
18	special category SKT exempt personnel	listing of personnel who are SKT exempt because of COMSECAFSC or assigned to an SKT exempt PAS		
19	nonreconcilable tests received	listing of test(s) received that were not compatible with AFSC data		destroy after 1 cycle AUTH N1-AFU-90-3
20	SSAN change list	listing of personnel who have had a corrected SSAN and indicates if WAPS file has been corrected		destroy after 1 year AUTH N1-AFU-90-3
21	worldwide master promotion name list	listing of personnel selected, nonselected, ineligible or nonweighable for promotion		destroy after 10 years AUTH N1-AFU-90-3
22			copies at other than HQAFMPC	destroy after 2 cycles AUTH N1-AFU-90-3
23	master selectee promotion sequence number list	listing of promotion selectees by sequence number assigned	HQAFMPC record copy	destroy after 10 years AUTH N1-AFU-90-3
24	initial/supplemental master promotion select/nonselect list	listing of selectees and nonselectees by promotion AFSC considered for promotion		
25	promotion withhold list	listing of personnel whose promotion has been withheld		destroy after 6 months AUTH N1-AFU-90-3
26	batch transaction validate	listing of transactions checked for validity that process to the master personnel file		
27	staff input transaction register	listing of transactions that update the master personnel file		destroy after 3 months AUTH N1-AFU-90-3
28	HAF reject transaction register	listing of transactions that have rejected from the master personnel file		
29	promotion history files (Cycle 71A/after)	microfiche copies		destroy after 10 years AUTH N1-AFU-90-3
30	senior NCO master file update list	listing of transaction input to the IEF		destroy 6 months after board adjourns AUTH N1-AFU-90-3
31	senior NCO inquiry listing	listing of personnel eligible/ineligible for promotion		destroy 90 days after board adjourns AUTH N1-AFU-90-3
32	senior NCO initial eligible file	list of every E-7 and E-8 in the Air Force		destroy 1 year after board adjourns AUTH N1-AFU-90-3
33	senior NCO initial eligible/reconcilable	list of mismatch data, missing records or duplicate records		destroy 90 days after board adjourns

TABLE 36-22

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	list			AUTH N1-AFU-90-3
34	master promotion ineligible list	list of personnel ineligible for promotion consideration		destroy after 1 year. AUTH N1-AFU-90-3
35	master manual select/nonselect list	list of personnel considered for promotion manually		destroy after 10 years AUTH N1-AFU-90-3
36	out-of-system supplemental promotion cases	documentation of manual supplemental cases		destroy after 1 year AUTH N1-AFU-90-3
37	nonweighable listings	list of personnel eligible for promotion in nonweighable status		destroy after 6 months AUTH N1-AFU-90-3
38			copies other than rule 37	destroy when no longer needed AUTH N1-AFU-90-3
39	promotion correspondence	letters of recommendations/nonrecommendations, control roster action, withhold/reinstatement action, etc	MPF copies	destroy after 1 year. AUTH N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

TABLE 36-23

ATTRITION INFORMATION

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Cadet Attrition	documents reporting cadet weekly/monthly attrition by class and by reason (to show gains, losses, and summary data), monthly reports of attrition rates of each service academy, reports on cadet attrition by various categories	at Institutional Research	destroy when no longer needed AUTH NC1-461-82-11
2		service academy	all other copies	destroy 1 year after graduation, or when no longer needed, whichever is sooner AUTH NC1-461-82-11
3	USAF A Graduates Attrition	research on attrition of graduated classes	at Graduate Research	destroy after 10 years (See Note) AUTH NC1-461-82-11
4	Cadet Departure/Turnback Record	forms consolidating notation of action taken to process records of departing cadets	at Office of Registrar	destroy 1 year after action is complete AUTH NC1-461-82-11

NOTE: Retained in office the entire retention period

These three rules (involving temporary electronic records) apply to all rules in the preceding table:

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

TABLE 36-24

CADET PERSONNEL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Cadet Personnel Record (CPR-1)	permanent and temporary documents as defined in AFI 36-2608	maintained by the Office of Cadet Personnel and pertain to cadets pending disenrollment	merge with disenrollment record and dispose of disenrollment record IAW Table 36-25 AUTH N1-461-91-1
2			maintained by the Office of Cadet Personnel and pertain to cadets who are to graduate	upon graduation establish Field Personnel Record Group and Master Personnel Record Group IAW AFI 36- 2608 (See Note 4) Forward permanent retention documents to Office of the Registrar for retention in Master Cadet Personnel Record (See Notes 1, 2 & 3) AUTH N1-461-91-1
3		temporary records not required for Master or Field Personnel Record Group		destroy after cadet's class graduates AUTH N1-461-91-1
4	Air Officer Commanding (AOC) Record (CPR-2)	permanent and temporary documents listed in Rules 5 and 6 below	maintained by the AOC which pertain to cadets on whom disenrollment action has been initiated	forward to Office of Cadet Personnel thru appropriate group for merging with disenrollment case file Dispose of disenrollment case file IAW Table 36-25 AUTH N1-461-91-1

TABLE 36-24

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5		temporary documents such as, but not limited to, Cadet Performance Reports, Basic Cadet Evaluation Report, Memorandum for Record, Cadet Conduct Summary, Cadet Interview/Evaluation, Form for Remarks, Cadet Personal Information, AOC Evaluation of Cadet Rating Form, Academic Probation Notification, Professional Training Summary, Upper Class Performance Summary, Cadet Personnel Data Summary Sheet, Individual Military Rating Summary, Conduct/Aptitude Probation Letter(s), Academy Board/Academic Review Committee Action (copy only), Minutes of Eligibility Committee Actions, miscellaneous letters and reports, Military Review Committee/Physical Education Review Committee Action, Cadet Trend Graph, Liaison Officer Nominee Evaluation	maintained by AOC on cadets who are to graduate	AOC will destroy upon graduation AUTH N1-461-91-1
6		permanent documents such as, but not limited to, Accounting of Disclosures		AOC will forward to Office of the Registrar for file in Master Personnel Record Group upon graduation (See Note 4) AUTH N1-461-91-1
7	Master Cadet Personnel Record (Temporary)	forms and documents, such as High School Transcript, College Transcripts, Scholastic Background, Invitation to Travel Order, Offer of Appointment Letter, Report of Candidate Status, Candidate Evaluation, Candidate Activities Record, USAFA Candidate Fitness Test, College Report, Release Statement, Report of Liaison Officer counseling, Nomination for Appointment, Tentative Nomination, Notice of Candidacy, Evaluation of Precandidate, Questionnaire, Service Academies Precandidate Questionnaire, Admissions Liaison Office Visit, Address Information, various letters, USAFA Selection Test,	at Office of the Registrar	destroy 90 days after disenrollment or graduation AUTH N1-461-91-1

TABLE 36-24

Continued.

	A	B		D
R U L E	If the records are or pertain to	consisting of	which are	then
8	Master Cadet Personnel Record (Permanent)	drug abuse certificate, etc forms and documents such as: Permanent Record Card, Personnel Data Sheet, Appointment Orders, Academic Waivers, Independent Studies Course, French Academy/Military Exchange program documentation, Academy Board/Academic Review Committee Actions, Record of Disenrollment from Office Type Training, Cadet Personnel Summary Sheet, Certificate of Release or Discharge from Active Duty (DD 214), Correction to DD 214, Separation Referral, Tender of Resignation, Statement of Consent, Cadet Acceptance Record, Selected Special Orders, Summary Training Letter, medical records, Disclosure of Cadet/Cadet Candidate Information, Accounting of Disclosures, details of Honor Violation (if applicable), board actions (if applicable)		destroy paper records 6 years after cadet graduates or would have graduated and retain microfilm reference copy at the Academy (See Note 5) AUTH. N1-461-91-1

NOTE(S):

1. For cadets (including foreign exchange students) who graduate but are not commissioned, and are not prior service, forward to Office of the Registrar for microfilming
2. For cadets who graduate, but are not commissioned, and are prior service, forward to the Disenrollment Branch of Cadet Personnel
3. For cadets who graduate, but are cross-commissioning into another branch of the service, forward to appropriate agency IAW AF 136-2608.
4. Field Personnel Record Group and Master Personnel Record Group are not made for foreign exchange students. Give foreign exchange students this documentation upon graduation
5. Microfilm paper records 1 year after cadet graduates or would have graduated

These three rules (involving temporary electronic records) apply to all rules in the preceding table, **except that rules a, b, & c do not apply to rules 1, 2, 4, 6, & 8, and rules a & b do not apply to rules 3, 5, & 7:**

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the elec- tronic records are super- seded, obsolete, or no long- er needed for administrative, legal, audit, or other opera- tional purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

TABLE 36-25

CADET DISENROLLMENT/DEPARTURE RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Cadet Disenrollment Record	cadet disenrollment case files (which consist, in part, of the CPR 1 and CPR 2) (See Table 36-24)	at Office of Cadet Personnel for disenrolled cadets granted education delay	forward required documents, as defined in USAFAR 537-32 to Office of the Registrar within 60 days of disenrollment Establish Field Personnel Record Group IAW AFI 36- 2608 and forward to HQ AFMPC upon disenrollment AUTH N1-461-92-1
1.01			at Office of Cadet Personnel for disenrolled cadets ordered to active duty	forward required documents to Office of the Registrar for retention in the Master Personnel Record within 60 days of disenrollment Establish Field Personnel Record Group IAW AFI 36- 2608 and mail record to gaining MPF upon disenrollment AUTH N1-461-92-1
1.02			at Office of Cadet Personnel for disenrolled cadets transferred to the obligated reserve	forward required documents to the Office of the Registrar for retention in the Master Personnel Record within 60 days of disenrollment Establish Field Personnel Record Group IAW AFI 36- 2608 and mail record to HQ ARPC upon disenrollment AUTH N1-461-92-1
1.03			at Office of Cadet Personnel for disenrolled cadet not covered elsewhere	forward required documents to the Office of the Registrar for retention in the Master Personnel Record within 60 days of disenrollment AUTH N1-461-92-1

TABLE 36-25

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.04		correspondence, copies of selected documents from disenrollment case files, and other related records concerning each case	at Office of Cadet Personnel on cases involving litigation, high level inquiries, or controversial media exposure	destroy 1 year after conclusion of case AUTH N1-461-92-1
1.05		temporary records held in CPR1 and CPR2 not required for Master or Field Personnel Record Group	at Office of Cadet Personnel	destroy 90 days after end of the Academic Year in which disenrollment takes place AUTH N1-461-92-1
2	Separation Referral Checklist	forms used as a chronological checklist for processing disenrollment and turn back actions		destroy when all actions have been finalized. AUTH N1-461-82-8
3	Report of Cadet Separation to Washington and Congress	forms used to report to the congressional sponsor the separation of a cadet before graduation	at Office of the Registrar	destroy 6 months after end of academic year or when no longer needed, whichever is sooner. AUTH N1-461-92-1

Note: Rules a & b do not apply to records covered by Rules 1, 1.01-1.03
 Rule c does not apply to Rules 1, 1.01-1.03

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
a	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
b		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later