

## Request for Records Disposition Authority

Records Schedule Number      DAA-AFU-2017-0010  
Schedule Status                 Approved  
  
Agency or Establishment        Department of the Air Force  
Record Group / Scheduling Group   Air Force Undifferentiated  
Records Schedule applies to      Agency-wide  
Schedule Subject                 Chaplain Activities (52 Series)  
Internal agency concurrences will be provided      No

Background Information            This is Big Bucket schedule that completely replaces current tables and rules for 52-series (52-XX). We are confident that records no longer exist for outdated rules, which have been omitted from the schedule's crosswalk. This schedule is media neutral.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	1	7	0

### GAO Approval

## Outline of Records Schedule Items for DAA-AFU-2017-0010

Sequence Number	
1	Program Planning and Administration, HQ USAF Disposition Authority Number: DAA-AFU-2017-0010-0001
2	Program Planning and Administration, below HQ USAF Disposition Authority Number: DAA-AFU-2017-0010-0002
3	Nonchaplain Personnel Certifications Disposition Authority Number: DAA-AFU-2017-0010-0003
4	Chaplain Statistical Reports, consolidated at other than HQ USAF Disposition Authority Number: DAA-AFU-2017-0010-0004
5	Choir Music and Documentation Disposition Authority Number: DAA-AFU-2017-0010-0005
6	Chaplain Funds Special Activity Funds Written Guideline at HQ USAF/HC Disposition Authority Number: DAA-AFU-2017-0010-0006
7	Chaplain Funds, below HQ USAF/HC Disposition Authority Number: DAA-AFU-2017-0010-0007
8	Chapel Facility Utilization Disposition Authority Number: DAA-AFU-2017-0010-0008

### Records Schedule Items

Sequence Number

1

**Program Planning and Administration, HQ USAF**

Disposition Authority Number      DAA-AFU-2017-0010-0001

Records maintained at HQ USAF used in planning, administration and operation of religious programs, including studies, directives and analyses reflecting the organization of programs, techniques employed to obtain objectives and results of program activities. Includes chaplain statistical reports consolidated at Headquarters level. Also includes Chaplain Corps functional activities to include unit engagement, pastoral and crisis intervention counseling and religious and spiritual accommodation.

Final Disposition                      Permanent

Item Status                              Active

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?                      Yes

Manual Citation	Manual Title
T52-01 R01.00	AF RDS

GRS or Superseded Authority Citation      N1-AFU-90-05 / 265/1/1  
N1-AFU-90-05 / 265/1/15

**Disposition Instruction**

Transfer to the National Archives for Accessioning      Transfer to the National Archives in 5-year blocks when the most recent records in the block are 25 years old.

**Additional Information**

First year of records accumulation      1980

What will be the date span of the initial transfer of records to the National Archives?      From 1980 To 1994

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2

**Program Planning and Administration, below HQ USAF**

Disposition Authority Number **DAA-AFU-2017-0010-0002**

Records maintained below HQ USAF used in planning, administration and operation of religious programs, including studies, directives, mobility after-action reports, Chaplain Corps Financial Working Group meeting minutes, individual reports and analyses reflecting the organization of programs, techniques employed to obtain objectives and results of program activities. Chaplain statistical reports retained by individual chaplains. Includes Air Force Chaplain Corps activity reporting, tithes and offerings, special event case files for holiday tree lighting, National Prayer Breakfast, other spiritual community events, and chapel tithes and offerings funds (CTOF) self-assessments.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
T52-01 R02.00	

GRS or Superseded Authority Citation **N1-AFU-90-05 / 265/1/2  
N1-AFU-90-05 / 265/1/3**

3

N1-AFU-90-05 / 265/1/11  
N1-AFU-90-05 / 265/1/12  
N1-AFU-90-03 / 265/1/16

**Disposition Instruction**

Retention Period Destroy immediately after 3 years

**Additional Information**

GAO Approval Not Required

**Nonchaplain Personnel Certifications**

Disposition Authority Number DAA-AFU-2017-0010-0003

**Letters or documents of certification**

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
T52-01 R03.00	AF RDS

GRS or Superseded Authority Citation N1-AFU-90-05 / 265/1/4

**Disposition Instruction**

Retention Period Destroy immediately after 7 years

**Additional Information**

GAO Approval Not Required

4

**Chaplain Statistical Reports, consolidated at other than HQ USAF**

Disposition Authority Number DAA-AFU-2017-0010-0004

Chaplain statistical reports consolidated at other than HQ USAF, covering Chaplain Corps functional activities to include unit engagement, pastoral and crisis intervention counseling and religious and spiritual accommodation.

Final Disposition Temporary

Item Status **Active**  
 Is this item media neutral? **Yes**  
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**  
 Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
T 52-01 R04.00	AF RDS

GRS or Superseded Authority Citation **N1-AFU-90-05 / 265/1/23**

**Disposition Instruction**

Retention Period **Destroy immediately after 7 years**

**Additional Information**

GAO Approval **Not Required**

**Choir Music and Documentation**

Disposition Authority Number **DAA-AFU-2017-0010-0005**

**Choir music purchased under licensing agreements.**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
T52-01 R05.00	AF RDS

GRS or Superseded Authority Citation **N1-AFU-90-05 / 265/1/20**

**Disposition Instruction**

5

6

**Retention Period** Destroy immediately after license expired

**Additional Information**

**GAO Approval** Not Required

**Chaplain Funds Special Activity Funds Written Guideline at HQ USAF/HC**

**Disposition Authority Number** DAA-AFU-2017-0010-0006

**Chaplain funds special activity funds written guideline at HQ USAF/HC**

**Final Disposition** Temporary

**Item Status** Active

**Is this item media neutral?** Yes

**Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?** Yes

**Do any of the records covered by this item exist as structured electronic data?** Yes

Manual Citation	Manual Title
T52-01 R06.00	AF RDS

7

**GRS or Superseded Authority Citation** N1-AFU-90-05 / 265/1/50

**Disposition Instruction**

**Retention Period** Destroy immediately after 3 years

**Additional Information**

**GAO Approval** Not Required

**Chaplain Funds, below HQ USAF/HC**

**Disposition Authority Number** DAA-AFU-2017-0010-0007

**Records relating to Chaplain Funds below HQ USAF/HC, such as document establishing fund, records of dissolution, copy of terminal audit report and account access documents and related information for local banks used for chapel tithes and offering fund (CTOF) deposit. Includes chaplain funds annual close out and monthly data files, annual statement of assurance, non-personal service contracts, and statements for recipients of miscellaneous income.**

**Final Disposition** Temporary

**Item Status** Active

Is this item media neutral? **Yes**  
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**  
 Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
T52-01 R07.00	AF RDS

GRS or Superseded Authority Citation  
 N1-AFU-90-05 / 265/1/31  
 N1-AFU-90-05 / 265/1/36  
 N1-AFU-90-05 / 265/1/47  
 N1-AFU-90-05 / 265/1/38  
 N1-AFU-90-05 / 265/1/39  
 N1-AFU-90-05 / 265/1/42  
 N1-AFU-90-05 / 265/1/44  
 DAA-GRS-2013-0003-0001

**Disposition Instruction**

Retention Period **Destroy financial transaction records 7 years after final payment or cancellation. Destroy all other records after 7 years.**

**Additional Information**

GAO Approval **Not Required**

**Chapel Facility Utilization**

Disposition Authority Number **DAA-AFU-2017-0010-0008**

**Records relating to scheduling wedding rehearsals, wedding services, rites and tours in U.S. Air Force chapel facilities and for keeping all chapel agencies informed of programmed facility use**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

8

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
T52-01 R08.00	AF RDS

GRS or Superseded Authority Citation **NC1-461-82-02 / 265/1/3**

**Disposition Instruction**

Retention Period **Destroy immediately after 6 months**

**Additional Information**

GAO Approval **Not Required**

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
08/08/2017	Certify	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
09/07/2017	Return for Revision	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/12/2017	Submit For Certification	Robert OConnor	Command Records Manager	Air Force - Major Commands
09/22/2017	Certify	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
10/04/2017	Return for Revision	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/31/2017	Submit For Certification	Robert OConnor	Command Records Manager	Air Force - Major Commands
10/31/2017	Certify	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
08/01/2019	Submit for Concurrence	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/07/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/13/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/15/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

Crosswalk 52 Series (Chaplain), Schedule DAA-AFU-2017-0010

Bucket Ref (BRM)	Bucket Title	Bucket Retention	Current Series File Number	Current Series Title	Superseded Authority	Superseded Retention
DAA-AFU-2017-0010-0001	Program Planning and Administration, HQ USAF	Transfer to National Archives in 5-year blocks when most recent records in the block are 25 years old.	52/1/1	Program Planning and Administration, at HQ USAF	N1-AFU-90-05, item 265/1/1	Permanent - Transfer to National Archives when 25 years old
DAA-AFU-2017-0010-0001			52/1/12	Chaplain Statistical Report, HQ USAF	N1-AFU-90-05, item 265/1/15	National Archives when 25 years old
DAA-AFU-2017-0010-0002	Program Planning and Administration, below HQ USAF	Temporary -Destroy after 3 years.	52/1/2	Program Planning and Administration, below HQ USAF	N1-AFU-90-05, item 265/1/2	Destroy after 2 years.
DAA-AFU-2017-0010-0002			52/1/3	Special Event Case Files	N1-AFU-90-05, item 265/1/3	Destroy when superseded or no longer needed.
DAA-AFU-2017-0010-0002			52/1/8	Written Mobility After-Action Reports,	N1-AFU-90-05, item 265/1/11	Destroy after 2 years.
DAA-AFU-2017-0010-0002			52/1/9	Written Mobility After-Action Reports,	N1-AFU-90-05, item 265/1/12	Destroy after 1 year.
DAA-AFU-2017-0010-0002			52/1/13	Chaplain Statistical Reports, Individual	N1-AFU-90-03, item 265/1/16	Destroy after 1 year.
DAA-AFU-2017-0010-0002			None	Air Force Chaplain Corps Activity	Unscheduled	Unscheduled

DAA-AFU-2017-0010-0003	Nonchaplain Personnel Certifications	Temporary - Destroy after 7 years.	52/1/4	Nonchaplain Personnel Certifications	N1-AFU-90-05, item 265/1/4	Destroy on cancellation or termination of duties, whichever is sooner.
DAA-AFU-2017-0010-0004	Chaplain Statistical Reports consolidated at other than HQ USAF	Temporary - Destroy after 7 years	52/1/11	Chaplain Statistical Report, consolidated at other than HQ USAF	N1-AFU-90-05 (265/1/23)	Destroy after 2 years or when no longer needed.
DAA-AFU-2017-0010-0005	Choir Music and Documentation	Temporary - Destroy after license expired	52/1/14	Choir Music and Documentation	N1-AFU-90-05 (265/1/20)	Destroy when no longer needed.
DAA-AFU-2017-0010-0006	Chaplain Funds Special Activity Funds Written Guideline at HQ USAF/HC	Temporary - Destroy after 3 years	52/1/32	Chaplain Funds, special activity funds written guideline	N1-AFU-90-05 (265/1/50)	Destroy when superseded, revoked/withdrawn or no longer needed.

DAA-AFU-2017-0010-0007	Chaplain Funds, below HQ USAF/HC	Temporary - Destroy financial transaction records 7 years after final payment or cancellation. Destroy all other records after 7 years.	52/1/18	Chaplain Funds, document establishing fund, records of dissolution, copy of terminal audit report	N1-AFU-90-05 (265/1/31)	Destroy 6 years after FY in which fund is dissolved.
			52/1/23	Chaplain Funds, check signature cards, account access documents and related information, and similar records	N1-AFU-90-05 (265/1/36)	Destroy when superseded, revoked, obsolete or when no longer needed.
			52/1/31	Chaplain Funds, statements for recipients of miscellaneous income	N1-AFU-90-05 (265/1/47)	Destroy after 4 years.
			52/1/25	Chaplain Funds, Monthly Data Disk	N1-AFU-90-05, (265/1/38)	Destroy when no longer needed.
			52/1/26	Chaplain Funds, Annual Close Out Disk	N1-AFU-90-05, (265/1/39)	Destroy when the following FY closeout is complete and verified.
			52/1/28	Chaplain Funds, Annual Statement of Financial Condition, at Installation	N1-AFU-90-05, (265/1/42)	Destroy 4 years after end of FY to which they pertain.

