

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-AFU-02-37	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
1. FROM (Agency or establishment) Department of the Air Force		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Communications and Information		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
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 5-28-02	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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>78</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>March 23, 2002</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>This SF115 adds three rules (involving temporary electronic records) to the following tables in AFMAN 37-139:</p> <p>Tables 23-1 through 23-23, and Tables 24-1 through 24-4.</p> <p>Attached are these tables, with the three rules listed after each table. The three rules will be applicable to all series in each table, with an exception involving Table 23-16 (as explained in the text above the three rules after that table).</p> <p>Note: the first page attached to this SF115 is a list of the table titles.</p> <p style="text-align:right;"><i>cc Agency NR NWML</i></p>		

TABLE [NUMERIC VERSION OF AFMAN 37-139 TABLE TITLES]

Series Number	Table Number	Table Title
023	01	SUPPLY MANAGEMENT RECORDS
023	02	DUE-IN ASSET MANAGEMENT AND CONTROL RECORDS
023	03	UNIT ORGANIZATION AND MATERIEL CONTROL SUPPLY RECORDS
023	04	BASE STOCK RECORD ACCOUNTS
023	05	TABLE OF ALLOWANCE/AUTHORIZATION RECORDS
023	06	DEPOT ACCOUNTABLE SUPPLY RECORDS
023	07	USAF ACADEMY SUPPLY MANAGEMENT RECORDS
023	08	INVENTORY CONTROL RECORDS
023	09	STOCK CONTROL AND DISTRIBUTION RECORDS
023	10	SUPPLY CONTROL RECORDS
023	11	EQUIPMENT MANAGEMENT SYSTEM
023	12	MATERIEL UTILIZATION PROGRAM RECORDS
023	13	STRATEGIC AND CRITICAL MATERIALS RECORDS
023	14	SPECIAL PROGRAM/PROJECT RECORDS
023	15	ENGINEERING DATA DISTRIBUTION AND CONTROL RECORDS
023	16	AIRCRAFT/MISSILE STATISTICAL AND HISTORICAL RECORDS
023	17	STORAGE AND WAREHOUSING RECORDS
023	18	FUELS, PROPELLANTS, AND CHEMICAL RECORDS
023	19	PROPULSION AND GAS TURBINE POWER PLANT RECORDS
023	20	PRECIOUS METALS RECOVERY PROGRAM
023	21	MATERIEL PROCUREMENT PROGRAM CONTROL RECORDS
023	22	CATALOGING RECORDS
023	23	REPORTS OF SURVEY, REGISTERS, CHARGES, COLLECTIONS, AND NOTICES OF
024	01	TRANSPORTATION
024	02	AIRLIFT
024	03	MOTOR VEHICLES
024	04	PACKAGING AND MATERIALS HANDLING RECORDS

Note: The tables on the following pages have been crossed out because this SF115 covers, for each table, only the three rules involving temporary electronic records.

Job N1-AFU-02-3P:

The three rules below (involving temporary electronic records) should be added to Tables 23-1 through 23-23, and Tables 24-1 through 24-4, in AFMAN 37-139.

RULE	A If the records are or pertain to	B 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.

Rules a, b, and c do not apply to the following rule:

Table 23-16, Rule 4 – Records are permanent.

23. Supply. These tables cover documentation resulting from the management and control of supply operations, and USAF Academy Supply Management Records. They include requisitioning, receiving, issuing, inventory management, property accounting, stock control, and related matters.

TABLE 23-1

SUPPLY MANAGEMENT RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	safekeeping of military property	forms required by law for bonding private or civil corporations, institutions, or like concerns which possess government supplies and equipment		return to originator in exchange for new valid bond or on settlement of property accounts. AUTH: N1-AFU-90-3
2	USSTRATCOM supply system management	USSTRATCOM forms	at USSTRATCOM supply support of maintenance activities	destroy after 1 year. AUTH: N1-AFU-90-3
3	aircraft distribution and assignment control	project files of HQ USAF aircraft delivery and modification instructions and amendments, AFMC aircraft assignment directives, and related documents		destroy 1 year after project is completed. AUTH: N1-AFU-90-3
4		correspondence, messages, and other records related to receipt, assignment, transfer, and disposal of aircraft assigned to MAJCOMs		destroy after 1 year. AUTH: N1-AFU-90-3
5		locator cards for each aircraft assigned to a MAJCOM		destroy 3 months after transfer of aircraft from command jurisdiction, or on receipt of disposal termination authority, whichever is sooner. AUTH: N1-AFU-90-3
6	mission capability (MICAP) summary listings	daily summaries	at Air Logistics Centers	destroy after 1 month. AUTH: N1-AFU-90-3
6.01			at other than Air Logistics Centers	destroy 90 days after creation. AUTH: N1-AFU-90-3
7		monthly summaries and other listings produced from specific card decks		destroy after 6 months. AUTH: N1-AFU-90-3
8		card decks		destroy immediately after all necessary summaries and listings have been printed and verified. AUTH: N1-AFU-90-3
8.01	mission capability checklists	MICAP checklists used to validate that no assets are available for use to satisfy priority requirements		destroy when requirement is satisfied unless otherwise directed by the local Chief of Supply. AUTH: N1-AFU-91-22

TABLE 23-1
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9	initial spares support lists	monthly summaries, card decks and related data	applicable to all records except those under rule 9.1	destroy 60 days after report is superseded. AUTH: N1-AFU-90-3
9.01		monthly summaries, card decks and related data applicable to ISSLS loaded for weapon systems supported at individual bases		destroy after the directing MAJCOM determines that applicable ISSL levels should be deleted. AUTH: N1-AFU-90-3
10	munitions supply reconciliations	reconciliation reports of munitions based on air munitions serviceability and location records, required by AFI 21-101		destroy 1 year after reconciliation. AUTH: N1-AFU-90-3
11	base closure or realignment	records and documentation of personal property left at closing bases to assist affected communities, such as DD Form 1149 (Requisition and Invoice Shipping Document), and DD Form 1348-1 (DOD Single Line Item Release and Document)	maintained by the command and/or the base operating site manager	destroy 2 years after final conveyance of personal property. 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 23-2

DUE-IN ASSET MANAGEMENT AND CONTROL RECORDS (see note)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	due-in assets	contracts, contract index cards, and related contract instruments	at IMs/SSMs for reporting and controlling due-in assets from contractor and reporting AF activities	destroy 3 months after final payment of contract. AUTH: N1- AFU-90-3
2		PR/MIPRs		destroy 3 months after all items have been placed on contract or cancelled. AUTH: N1- AFU-90-3
3		due-in asset worksheets prepared for input to computer		destroy on completion of computer processing. AUTH: N1-AFU-90-3
4		due-in asset status cards for each item		destroy 90 days after update action. AUTH: N1-AFU-90-3

TABLE 23-2

Continued. (see note)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5		due-in statistical transaction listing		destroy 1 year after completion of action. AUTH: N1-AFU-90-3
6		due-in requirements data for reports for category I and II R items		destroy 3 years after close of buying year. AUTH: N1-AFU-90-3
7		shipment variation printouts, out-of- balance notices, overage data		destroy on completion of review and update action. AUTH: N1- AFU-90-3
8	car arrival reporting records	reports used to initiate diversions of shipments or to initiate immediate reshipments		destroy 3 months after diversion or reshipment. AUTH: N1-AFU-90-3
9	shortage report records	reports transmitted by the depot to a technical service stock control point; used to determine a secondary source of supply		destroy after 3 months. AUTH: N1-AFU-90-3
10	advice of availability records	reports by a stock control point to a depot which indicate a secondary source of supply for items appearing on a shortage report		
11	fixed communications- computer systems supply	lists of materials, supply documents and listings, and correspondence related to supply action against a C-CS project	maintained by logistics project managers	destroy 60 days after completion of action. AUTH: N1-AFU-91-30
12			maintained by storage location project custodians	destroy upon receipt of project completion of installation instructions from HQ EID/LGP, when kit is transferred to another storage location, or when no longer needed. AUTH: N1-AFU-91-30

NOTE: The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

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 23-3

UNIT, ORGANIZATION AND MATERIEL CONTROL SUPPLY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	active unit property records	allied registers and files, including flyaway and en route kits, component records, requisitions, custody receipts, requests for issue or turn-in marked or stamped "custody receipt (issued of a permanent record)," property issue and turn-in slips, shipping and receiving documents, reports of survey, statement of charges, schedule of collections, inventory adjustment vouchers, mechanized property accounting cards, and related records reflecting transactions occurring during the month		destroy after 1 year. AUTH: N1-AFU-90-3
2		temporary issue custody receipts		destroy or return to individual on return of property. AUTH: N1-AFU-90-3
3	inactivated unit property records	allied register and files described in rule 1		destroy when installation commander is assured that property records have been reduced to zero balance, and that all property has been turned in to appropriate supply office or otherwise satisfactorily accounted for, and he or she has issued authority to destroy the records. AUTH: N1-AFU-90-3
4		authorizations to destroy the records		destroy 2 years after inactivation of unit or 2 years after disposal of the record, whichever is later. AUTH: N1-AFU-90-3
5	property accounting transaction card			destroy after supply action is completed and entry has been posted to the document register. AUTH: N1-AFU-90-3
6	special measurement clothing and orthopedic footwear	measurement forms		destroy 30 days after receipt of ordered material. AUTH: N1-AFU-90-3

TABLE 23-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	accountable records	records created before conversion of AF organizational equipment records to EMO/BEMO and CEMO systems		destroy 1 year after all records have been reconciled and current inventories are accurate. AUTH: N1-AFU-90-3
8	supply reporting	equipment status reports, reports on supply levels, critically short items, other matters which affect the maintenance and receipt of supply items, and related papers	at unit supply for submission to higher headquarters	destroy after 1 year or on inactivation of the unit, whichever is sooner. AUTH: N1-AFU-90-3
9	packing certificates	records which certify that proper crating and packing of equipment have been accomplished before movement of a unit to a new installation		destroy after 6 months. AUTH: N1-AFU-90-3
10	supply inspection	showdown inspection reports, final inspection reports, and related inspection papers, pertinent to units that are outfitted before overseas movement		destroy after 1 year. AUTH: N1-AFU-90-3
11	USAF marine equipment allowance and checklist			destroy when boat is dropped from AF inventory and all equipment is accounted for. AUTH: N1-AFU-90-3
12	unit supply officer listings	continuing lists showing by name and inclusive dates each officer's assumed/relinquished responsibility and certificates of transfer		retire on inactivation of unit for disposal 12 years after inactivation. AUTH: N1-AFU-90-3
13	training equipment issue and turn-in	records relating to the request to base supply activities for training equipment, notification of action taken on request, and return of equipment to base supply activities, including issue/turn-in slips and related correspondence		destroy on turn-in of equipment. AUTH: N1-AFU-90-3
14	zero overpricing	letters, messages, inquiries and other material relating to suspected pricing error	at customer liaison, consumer advocate, materiel management, procurement office or other repository	destroy 1 year after the resolution of the case, or when no longer required, if this is after the resolution date. AUTH: N1-AFU-88-28
15	unit records	daily document registers	at equipment management office or base supply	destroy after 3 months. AUTH: N1-AFU-90-3
15.01		(RESERVED)		(RESERVED)

TABLE 23-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
15.02		daily document registers and Project Fund Management Report (PFMR/OCCR) update and reconciliation	at units with GSUs and at the GSU except as in rule 15.1	destroy after 1 year. AUTH: N1-AFU-90-3
16		priority monitor report, stock number directory, due-out status listing, due-in from maintenance listing, bench stock review, bench stock listing, special level listing		destroy after receipt of updated listing. AUTH: N1-AFU-90-3
16.01	AF Broadcasting Service Supply Management Reports	item tracking reports, e.g., Priority Monitor Report & Due-Out Validation Listing	at AF Broadcasting Service activities	destroy after 1 year. AUTH: GRS 3, Item 4b
17	source records	forms, i.e., supply control log, records of cannibalization, issue/turn-in request, DOD single line item release/receipt document, item location and status card, temporary hand receipt, notification of TCTO kit requirements, quick reference lists, and report of packaging and handling deficiencies, repairable item processing tag, and input to maintenance repair capability reporting; used to order, receive, control, verify, input, forecast, turn-in, and are not accountable		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-89-27
17.01		adjusted stock level records		see table 23-4, rule 17. AUTH: N1-AFU-89-27
18		verification worksheet		destroy 3 months after completed action if no longer needed for justification of special levels. AUTH: N1-AFU-90-3
19	custodian records	custodian authorization/custodian receipt list		see table 23-11, rule 40. AUTH: N1-AFU-90-3
20	clothing allowance for Reserve Forces	individual mandatory clothing check (male and female)		destroy when form lacks space for next inspection and new forms have been used for one inspection. AUTH: N1-AFU-90-3
21		clothing request receipt		destroy after 1 year. AUTH: N1-AFU-90-3
22		personal clothing record, male/female airman		destroy when balances are transferred to a new form and a final statement is accomplished. AUTH: N1-AFU-90-3
23		personal clothing claim and	at staff judge advocate	destroy 1 year after case

TABLE 23-3				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		supporting records	offices	is closed. AUTH: N1-AFU-90-3
24	customer complaints/inquiries	correspondence used to record and resolve customer complaints, problems, or inquiries	at the Customer Liaison Office	destroy 1 year after resolution of the case. AUTH: N1-AFU-90-3
25	TCTO jacket files	Notification of TCTO kit Requirements (AF Form 2001), management notice of TCTO kit availability, notification of kit shipments, receipt documents, requisitions, and related records		destroy 1 year after all balances are reduced to zero and no requirements exist. AUTH: N1-AFU-89-27

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 23-4

BASE STOCK RECORD ACCOUNTS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	stock record accounts	cards on accountable property transactions to a specific stock record account, or equivalent forms prescribed in AFMAN 23-110		destroy 1 year after equipment has been removed from the account. (See table 41-4 for medical stock record account.) AUTH: N1-AFU-90-3
2	(RESERVED)			(RESERVED)
3				
4	daily document registers	accountable registers prescribed in AFMAN 23-110 that reflect specific property transactions	prepared by bases operating under the standard base level supply system (Sperry 1100-60)	destroy after 3 months. AUTH: N1-AFU-90-3
5		information copies used as a cross- reference work file		destroy when no longer needed or on receipt of stock number directory, whichever is sooner. AUTH: N1-AFU-90-3
6	supply document register		prepared by bases operating a manual base supply system	destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 23-4

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
7	document control cards	cards created during preparation of daily document register	used by bases operating under the standard base level supply system (Sperry 1100-60) to prepare delinquent document listings, assure that records requiring review/filing are received in the document control section, and to aid in quality control	destroy after all necessary action is completed. AUTH: N1-AFU-90-3
8			used by bases operating under the PCAM/B263 or other supply system to prepare a document register, prepare listings covering overage documents, for followup purposes, and to prepare mechanized supply activity reports	
9	daily transaction register	original accountable registers prescribed in AFMAN 23-110 that reflect specific property transactions	prepared by bases operating under the Standard Base Supply System and maintained in Document Control	destroy after 1 year or when replaced by a consolidated transaction register. AUTH: N1-AFU-91-31
9.01		copies	maintained in other offices	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-91-31
10	consolidated transaction register	originals	maintained in Document Control	destroy after 1 year. AUTH: N1-AFU-91-31
10.01		copies	maintained in other offices	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-91-31
11	monthly base or medical supply transaction register			see table 41-4. AUTH: N1-AFU-90-3
12	source records	issue/turn-in records, shipping/receiving records, inventory adjustment documents, USAF excess and surplus property turn-in records not used as supporting records (see rule 14), and notice of lost or missing documents which pertain to accountable-type transactions and	identified in AFMAN 23-110 to be held	destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 23-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		contain valid document numbers		
13			all except records to be held as prescribed in AFMAN 23-110	destroy after recording in document/transaction registers and completion of quality control. AUTH: N1-AFU-90-3
14	supporting records	reports of survey, statement of charges, cash collection vouchers, DOD single line release/receipt document, USAF excess and property turn-in records, and any other records needed to support each entry on transaction and document register	identified in AFMAN 23-110	destroy after 1 year (see table 65-3). AUTH: N1-AFU-90-3
14.01		local purchase (LP) receipt records identified in AFMAN 23-110, Vol II, Part Two	transactions of more than \$25,000 and all construction contracts exceeding \$2,000	destroy 6 years and 3 months after final payment (See Note). AUTH: GRS3,ITEM3A
14.02			transactions of \$25,000 or less and constructions contracts under \$2,000	destroy 3 years after final payment (See Note). AUTH: GRS3,ITEM3A
15		records not included in rule 14 or 14.1		destroy after recording on daily transaction and document registers, and after quality control check is completed (see table 65-3). AUTH: N1-AFU-90-3
16	adjusted stock level records	original copies		hold as long as established levels are in effect; then destroy. AUTH: N1-AFU-90-3
17			at initiating activities	destroy upon receipt of approved current renegotiation. AUTH: N1-AFU-90-3
18		suspense copies		destroy on receipt of approved copy. AUTH: N1-AFU-90-3
19		outdated copies		destroy on receipt of revised form. AUTH: N1-AFU-90-3
20		revalidation decks		destroy outdated cards when replaced by later cards. AUTH: N1-AFU-90-3
21	Uniform Materiel Movement Issue Priority System (UMMIPS)		prepared by bases operating under the standard base level supply system (Sperry	destroy 90 days after monthly cutoff. AUTH: N1-AFU-90-3

TABLE 23-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	surveillance listings		1100-60)	
22	recurring listings and reports not covered elsewhere in this table			destroy on receipt of new listings or reports, or after all analytical and management purposes are served, or as required in AFMAN 23-110, whichever is later. AUTH: N1-AFU-90-3
23	obsolete object deck file	object cards replaced by a later change or deleted from the system	at each base operating under the standard base level supply system (Sperry 1100-60)	process under AFMAN 23-110, vol II, Part Four, chap 13 (Authority: table 37-14, rule 4). AUTH: N1-AFU-90-3
24	program bank change tapes	those tapes returned to AFDSDO-SCCR-2 on completion of processing		
24.01	supply file dump tapes	those tapes erased and reused by the base per AFMAN 23-110		
24.02	ADPM work requests	forms used to request nonrecurring or as required computer products		destroy when no longer needed. AUTH: N1-AFU-90-3
24.03	program release sheet files	assembly and squeeze release sheets and related documentation used to control the application of computer programs in the SBSS operation		destroy release sheets when applicable program is removed from the obsolete object deck files. AUTH: N1-AFU-90-3
25	standard operating supply system trouble reports	forms maintained on an annual basis		destroy after 1 year. AUTH: N1-AFU-90-3
26	account files	individual files of personnel authorized to receipt for property, supplies and spares containing current and noncurrent specimen signatures, name, grade and organization of account custodians, and waivers granted for use of stamps when numerous repetitive signatures are required		destroy 1 year after superseded or obsolete. AUTH: N1-AFU-90-3
27	local purchase-item/procurement history file	cards and related data which provide a complete description, procurement history, previous prices paid, and available sources for local purchase items, prepared by procurement personnel	held by supply representatives who act as liaison between base supply and procurement on all supply matters involving procurement	destroy individual cards when obsolete, superseded or inactive, as determined locally. AUTH: N1-AFU-90-3
28	nuclear weapons stock weapons record accounts	supply records or materiel courier receipts filed as required by AFMAN 23-110, vol I, Part One, chap 18		destroy 7 months after audit of the account. AUTH: N1-AFU-90-3
29	weapons and COMSEC	punch cards prepared on each weapon and each item of COMSEC equipment		add to history file when weapon/COMSEC

TABLE 23-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	equipment control files	requiring serialized control and reporting which are active and represent all weapons controlled item code N item and COMSEC control cards for each NSN with MMC of CA item record and detail balances		equipment is no longer on item record. AUTH: N1-AFU-90-3
30		held for history and research purposes		destroy after 2 years. AUTH: N1-AFU-90-3
31		reconciliation reports, serial number listings, and comparable management products prepared from weapon and COMSEC equipment control cards		destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
32	base materiel/supply automated system (Sperry 1100-60)	stock fund inventory management report and stock fund stratification program	at bases operating under the standard base level supply system (Sperry 1100-60)	destroy 2 years after close of fiscal year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
33	conversions audit list (R22)	accountable record pertaining to satellite rehomings, conversion from any other supply system to Standard Base Supply System (SBSS) establishment of new supply account, conversion of computer systems	at Standard Base Supply Systems activities	destroy after 1 year. AUTH: N1-AFU-90-3

NOTE: AFOs will advise if there are outstanding discrepancies within the specified retention period. In absence of such advice, destroy the records at the end of the 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 23-5

TABLE OF ALLOWANCE/AUTHORIZATION RECORDS

	A	B	C	D	
R U L E	If the records are or pertain to	consisting of	which are	then	
1	table of allowance (T/A) records	records accumulated by the air logistics centers (ALCs) offices of record in establishing, changing and maintaining tables of allowance data (i.e., SERDs, correspondence, etc.)	on weapon systems (aircraft, missiles, etc.)	destroy 2 years after the system for which the T/A was established is no longer in the AF inventory or 8 years after the publication date, whichever is sooner. AUTH: N1-AFU-90-3	
2			on nonweapon-type systems	destroy 2 years after the T/A has been cancelled or 6 years after publication date, whichever is sooner. AUTH: N1-AFU-90-3	
3		records maintained by using activity		destroy when superseded or obsolete or on receipt of a revision notice. AUTH: N1-AFU-90-3	
4	allowance/ authorization change requests and custodian request/receipt	approved copies which are within established allowance and approval authority is wing level or lower, do not require approval under temporary authority, miscellaneous allowance source codes specified in section a, AFIND 10, do not recommend changes to allowance documents, and copies used for other than requesting changes in authorizations	at Equipment Management Section, Base Supply	destroy after notifying the custodian and all processing actions are complete. AUTH: N1-AFU-91-28	
4.01			approved copies for requisitioning office furniture		see table 23-11 AUTH: N1-AFU-90-3
5			approved copies which are authorized under miscellaneous allowance source codes specified in AFIND 10, section A, and do not require approval under temporary authority	at other than MAJCOM equipment management office	hold with supporting records for as long as the authorization remains in effect, or appears on a Consolidated Listing (CL) validated and signed by the appropriate certifying official, then destroy. AUTH: N1-AFU-90-3
5.01			at MAJCOM equipment management office	destroy after 1 year. AUTH: N1-AFU-90-3	

TABLE 23-5
Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
5.02		validated and signed CL		destroy when obsolete or when superseded by a new CL. AUTH: N1-AFU-90-3
6		approved copies recommending changes to allowance records		destroy when item published in the allowance document and changes are reflected in the equipment authorization inventory card files. AUTH: N1-AFU-90-3
7		copies approved under temporary loan authority or pertain to rental of equipment		destroy upon termination of temporary loan (ASC 897)/rental agreement. AUTH: N1-AFU-90-14
8		approved copies which list medical organization requirements approved by the MAJCOM		hold as support documentation for the increased authorization; annually, on receipt of approved copy of the consolidated listing (CL) from the MAJCOM, file the approved forms that support authorization changes and which are in the approved CL with accountable records of the past FY, and dispose of according to table 23-4. AUTH: N1-AFU-90-3
9		approved copies which are in an established allowance and approval authority is WAB CEMO, WAB AFMC, or WAB USAF	at other than MAJCOM equipment management office	hold with supporting records for as long as the authorization remains in effect or no longer requires WAB CEMO, WAB AFMC, or WAB USAF approval in applicable Table of Allowance, or appears on a Consolidated Listing (CL) validated and signed by the appropriate certifying official, then destroy. AUTH: N1-AFU-90-3

TABLE 23-5

Continued.

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
9.01		validated and signed CL		destroy when obsolete or when superseded by a new CL. AUTH: N1-AFU-90-3
10			at MAJCOM equipment management office	destroy after 1 year. AUTH: N1-AFU-90-3
11		disapproved copies	at Equipment Management Section, Base Supply	destroy after notifying the custodian and all processing actions are complete. AUTH: N1-AFU-91-28
12		copies used for suspense actions when request requires approval above wing level.		destroy when all actions are complete. AUTH: N1-AFU-90-3
13		(RESERVED)		(RESERVED)
14		control registers used to assign numbers to control records during processing		destroy after 1 year provided no irregularities exist (see table 65-3). AUTH: N1-AFU-90-3
15	Custodian Authorization/Custodian Receipt List (CA/CRL)/approved Custodian Designation Letter	CA/CRL's and approved Custodian Designation Letters	at equipment management section	destroy when obsolete or superseded. 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 23-6
DEPOT ACCOUNTABLE SUPPLY RECORDS (see note)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	stock record account control records	cards, listings, directories, messages, correspondence assignment notices used to establish, identify, change and assign a specific account control number to a specific activity		destroy 6 months after master file has been updated. AUTH: N1- AFU-90-3
2		correspondence and messages used for issuing termination notices		destroy after 1 year (see table 65-3). AUTH: N1-AFU-90-3

TABLE 23-6

Continued. (see note)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	air logistics center (ALC) supply status reporting	base stock status reports	at supply depots	destroy after 3 months. AUTH: N1-AFU-90-3
4	allowance/authorization change requests and custodian request/receipt	approved copies which are within established allowance and approval authority is wing level or lower, do not require approval under temporary authority, miscellaneous allowance source codes specified in section a, AFIND 10, do not recommend changes to allowance documents, and copies used for other than requesting changes in authorizations	at Equipment Management Section, Base Supply	destroy after notifying the custodian and all processing actions are complete. AUTH: N1-AFU-91-28
5			at all other supporting activities	destroy 1 year after completion of provisioning support. AUTH: N1-AFU-90-3
6	provisioning lists	production lists, preliminary group assembly parts lists (PGAPL), provisioning parts breakdown (PPB), recoverable item breakdown (RIB), and comparable records for future procurement use on follow-on contracts	held by system/end article/recoverable item managers at ALCs	destroy upon receipt of contract completion notice. AUTH: GRS3,ITEM3C
7			at all other supporting activities	destroy 1 year after completion of provisioning support. AUTH: N1-AFU-90-3
8	records of provisioning meetings	comments relative to the availability of data (such as drawings and specifications, programming data on which provisioning action was based, all matters of importance or agreements made during the meetings and concurrences or comments of recipient commands as to the adequacy of the provisioning team action)	at HQ AFMC	destroy 4 years after date of provisioning meeting or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
9			at SSM/EAIM ALC and other supporting activities	destroy on receipt of contract completion statement. AUTH: N1-AFU-90-3
10		information copies		destroy when no longer needed. AUTH: N1-AFU-90-3

NOTE: The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler, and reserve depots, and comparable establishments in overseas commands.

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 23-7

USAF ACADEMY SUPPLY MANAGEMENT RECORDS

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
1	Academic Textbook Requirement	forms for listing textbook requirements	at Cadet Book Store and academic departments	destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: NC1-461-82-7
2	Textbook Information Cards	stock control records	at Cadet Store	destroy when superseded or obsolete. AUTH: NC1-461-82-7
3	USAF Academy Liaison Officer Supply Request	forms for ordering needed Academy literature and support supplies	at Director of Admissions	destroy 6 months after date of final transaction. AUTH: NC1-461-82-7
4	Personal Property Inventory/Receipt and High Value Property Inventory	forms for recording personal property stored for cadets during Basic Cadet Training and high value property stored during break periods; also for inventorying the personal effect of departing cadets	maintained by Squadron Logistics Officers	destroy 2 months after termination of the storage period or 2 months after cadet departs. AUTH: NC1-461-82-7
5	Cadet Uniform	correspondence, specifications, quality assurance reports, and other documents required to keep a history of each uniform item	at Cadet Uniform Quality Control Division	destroy when no longer needed. AUTH: NC1-461-82-7

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 23-8				
INVENTORY CONTROL RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	exception, error and control ADPE listings	annotations of action taken from preinventory location survey and all types of surveys		destroy 1 year after final action. AUTH: N1-AFU-90-3
2	manual cards and records, notifications, and information listings			destroy when no longer needed. AUTH: N1-AFU-90-3
3	research records	not used to support inventory adjustments		destroy after 1 year. AUTH: N1-AFU-90-3
4	Special Inventory Requests and Related Records	used for inventory adjustment		destroy after 2 years AUTH: N1-AFU-90-3
5	Special Inventory Requests and Related Records	not used for inventory adjustment		destroy after 1 year AUTH: N1-AFU-90-3
6	inventory adjustment or accountable adjustment records	standard base supply systems inventory adjustment listings used to adjust item/detail records balances; processed per AFMAN 23-110, vol II, Part Two, chap 12		destroy after 2 years or when no longer needed, whichever is sooner (See Note). AUTH: N1-AFU-90-3
7	inventory count card, DOD physical inventory records, base warehouse locator/inventory count card	punch cards or warehouse location validations prepared and accomplished as part of cyclic/special inventory		destroy when no longer needed, or after cyclic/special inventory, whichever is sooner. AUTH: N1-AFU-90-3
8		manual forms and cards associated with supply inventory other than standard base supply system		destroy 1 year after count date. AUTH: N1-AFU-90-3

NOTE: Records on certain items, listed in AFMAN 23-110, are retained as required by other governing directives.

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 23-9

STOCK CONTROL AND DISTRIBUTION RECORDS (see note)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	source records	credit/debit records, material inspection, reports of discrepancies (RODs) and receiving reports, DOD single line item release/receipt records, and records bearing evidence (signature, dates, stamps, etc.) of actual movement of materiel or partial issue of denial	pertinent to accountable-type transactions and containing valid record numbers, but are not mechanically received for direct input to the computer	destroy after 2 years. AUTH: N1-AFU-90-3
2		key punched, written, telephoned, or teletyped requisitions and related records	data processed and are reflected on transaction registers	destroy on completion of computer processing and machine audit. AUTH: N1-AFU-90-3
3	transaction registers	daily transaction registers pertaining to cost category I and manager review items	generated by ADPE systems and accumulated by IMs, SSMS, and base support activities	destroy after 6 months. AUTH: N1-AFU-90-3
4		weekly transaction registers pertaining to cost category I, II, and III items		
5		monthly transaction registers		destroy after 2 years. AUTH: N1-AFU-90-3

TABLE 23-9

Continued. (see note)

	A	B	C	D	
R U L E	If the records are or pertain to	consisting of	which are	then	
6	monthly completed requisition listings	data received, date of action, transportation data, costs, and related correspondence, maintained in record number sequence; used for research and analytical studies by IMs, SSMs, and base support activities			
7	completed debit and inventory adjustment merged listings	listings of record numbers, action, quantity, site, condition, consignor, and related records	weekly merge listings	destroy on receipt of monthly merge listings. AUTH: N1-AFU-90-3	
8			monthly merge listings	destroy after 2 years. AUTH: N1-AFU-90-3	
9	ADPE output printouts	operational printouts for error detection, verification, suspense action, negative balances, and other nonaccountable-type actions	daily, monthly, and quarterly listings and reports for review analysis and corrective action	destroy on assurance of computer processing. AUTH: N1-AFU-90-3	
10				management printouts of monthly availability listings, master analysis reports, controlled exception analysis reports, stock control and distribution analysis reports, zero balance notifications, and other management-type data	destroy after 1 year. AUTH: N1-AFU-90-3
11				AFMC listings (cards and reports) for local tenant (off and on base) support pertaining to completed redistribution orders, requisition management of central and base procurement items, transaction occurrence reports, application of asset reports, requirement and inventory statements, and related records	monthly listings
12	PCAM cards and listings	cards	generated by activities using the PCAM system, and cover the information in rules 9 through 12	quarterly listings	destroy after 2 years. AUTH: N1-AFU-90-3
13					destroy 1 year after preparation of listings. AUTH: N1-AFU-90-3
14				listings and related records	destroy after 2 years. AUTH: N1-AFU-90-3
15	stock balance and consumption records	cost category I and II reports, general purpose summary cards, magnetic tapes, listings, SSM control system files, transmittal sheets, master control records, erroneously reported item list, asset data, requirements data history files, and comparable special reports prepared and submitted by SSMs, IMs, and base support activities of AMAs to collect worldwide AF usage (consumption) and asset (inventory)	monthly reports at ALCs and AF reporting activities	destroy after next reporting cycle. AUTH: N1-AFU-90-3	

TABLE 23-9

Continued. (see note)

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
		data on which future requirement programs may be based and centralized control maintained over AF centrally procured items		
16			quarterly reports sent to resident auditor after submission of following quarterly report	destroy retained copies when no longer needed. AUTH: N1-AFU-90-3
17			IM/ALC consolidated reports	destroy requirements data history file after 1 year. AUTH: N1-AFU-90-3
18			other than rule 17	destroy after 3 years. AUTH: N1-AFU-90-3
19	supply effectiveness reports	command request analysis, initial request actions, processing time, adjustment actions, line item requests, receiving records, pipeline time, depot summaries, item status, and other management reports, sequenced as required for review, analysis, and corrective action	at MAJCOMs	destroy after 5 years. AUTH: N1-AFU-90-3
20			at other than MAJCOMs	destroy after 1 year. AUTH: N1-AFU-90-3
21	supply support control records	cards or other records used for local control and suspense	war readiness materiel (WRM) spares and spare parts requirement card file	destroy when the WRM requirement is deleted for a specific organization or replaced by a new (change) card. AUTH: N1-AFU-90-3
22			floating spares and requirement justification file	destroy when depot maintenance requirements no longer exist for the item. AUTH: N1-AFU-90-3
23			marine engine history file	destroy 3 months after item is dropped from base support inventory. AUTH: N1-AFU-90-3
24			government-owned cylinder records	destroy 1 year after accountability for the stock numbered item has been terminated. AUTH: N1-AFU-90-3
25			returnable container records	destroy 6 months after containers have been returned to vendor and activity has been relieved of property responsibility. AUTH: N1-AFU-90-3

TABLE 23-9				
Continued. (see note)				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
26	Principal and Secondary item report	inventory report of principal and secondary material items, including stock funds		destroy after 3 years, or when no longer needed, whichever is sooner. AUTH: NI-AFU 90-3

NOTE: The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

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 23-10
SUPPLY CONTROL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	control and suspense files	requisitions, shipping orders, purchase requests, shipping records, status records used for information and control purposes; do not affect the accountable balance, and are not filed with the stock accounts		destroy on completion of requisition. AUTH: N1-AFU-90-3
2	supply reporting records	cards, listings, change notices, supply status reports, and related data for reference and informational purposes; are not subject to audit, and are not covered elsewhere		destroy after next reporting cycle. AUTH: N1-AFU-90-3
3	supply reference records	specifications, supply catalogs, publications card indexes, code indexes, equipment lists, and related reference aids	at installations	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
4	output products	listings, cards mechanically produced, and are not covered elsewhere		destroy when superseded or no longer needed. AUTH: N1-AFU-90-3
5	data services operational records	library tapes, service tapes, work tapes, program flow charts, punched cards, and write-up instructions		destroy when superseded, obsolete or 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 23-11

EQUIPMENT MANAGEMENT SYSTEM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	organizational records	minutes of equipment review panels, equipment utilization surveys, comparative analyses, review and evaluation studies, allowance document reviews, and related records	at MAJCOMs and major subordinate commands	destroy after 10 years (EXCEPTION: destroy analysis source material and physical inventory reports when no longer needed). AUTH: N1-AFU-90-3
2			at bases	destroy after 2 years. AUTH: N1-AFU-90-3
3	reporting organizational file (ROF)	mechanized cards, tapes and/or listings which reflect equipment reporting status of each AF organization and wartime additive mission that requires equipment support		destroy 1 month after superseded. AUTH: N1-AFU-90-3
4		USAF master ROF		destroy 1 year after superseded. AUTH: N1-AFU-90-3
5	(RESERVED)			(RESERVED)
6				
7	base equipment master file (BEMF)	monthly file report, including listings which are edited and corrected before submission to CEMO by BEMO	at BEMO	destroy BEMO listings after 1 year. AUTH: N1-AFU-90-3
8		monthly file report, which includes cards and/or tapes which are edited and corrected before submission to CEMO by BEMO		destroy cards after corrective actions have been annotated on the monthly listing. AUTH: N1-AFU-90-3
9		created under the standard base level supply system (UNIVAC 1050-II) and used for management and audit purposes		destroy after 1 year. AUTH: N1-AFU-90-3
10		records described in rules 7 and 8, zero balance registers and authorization records used to clear the property account when an activity is inactivated		destroy all property records on inactivation of an activity or when directed by the commander. AUTH: N1-AFU-90-3
11		authorization records used for verification that the property account has been cleared		destroy 2 years after inactivation of activity or 2 years after the reports have been destroyed. AUTH: N1-AFU-90-3

TABLE 23-11

Continued.

12	audit trail records	document control registers, suspense document files, completed document files, and applicable adjustment records removed from the BEMO for updating and showing the audit trail stamp		destroy 1 year after completion of action. AUTH: N1-AFU-90-3
13	MEMO files			see table 41-4. AUTH: N1-AFU-90-3
14	(RESERVED)			(RESERVED)
15				
16				
17				
18	register equipment management (REMS) records	vehicle authorization lists used to disseminate the specific authorization for a given unit or function		destroy 1 year after completion of last report. AUTH: N1-AFU-90-3
19	(RESERVED)			(RESERVED)
20				
21	register equipment management (REMS) records	vehicle allocation and distribution records used to distribute vehicles against valid shortages and are summarized (kind and quantity)		destroy 1 year after distribution of the vehicles. AUTH: N1-AFU-90-3
22		worldwide master control file	at the IM	destroy after 10 years. AUTH: N1-AFU-90-3
23	non-REMS serialized inventory equipment records	custody receipt listings and related data used to control serialized equipment		destroy when superseded. AUTH: N1-AFU-90-3
24		changes to the basic file		destroy when action is completed. AUTH: N1-AFU-90-3
25	equipment management balance register (EMBR)	listings of all base equipment master card files indicating out-of-balance conditions between custody receipts and reportable records		destroy 1 year after superseded. AUTH: N1-AFU-90-3
26	(RESERVED)			(RESERVED)
27	warranty or guaranty records	forms, correspondence, and related records which specify the period of time a warranty or guaranty item may receive free parts replacement and/or maintenance service		destroy after expiration of the warranty/guaranty period. AUTH: N1-AFU-90-3
28	(RESERVED)			(RESERVED)
29				
30				
31	equipment management reports, redistribution orders (RDOs), transfers and loans	machine-punched cards, listings, supply support reports, and comparable-type reports relating to equipment surveillance, control, identification, changes, accounting, redistribution, monetary obligations, vehicles authorizations lists, etc.		destroy 1 year after action is completed or 1 year after equipment has been returned to original base. AUTH: N1-AFU-90-3
32	personal clothing and equipment	personal clothing and equipment record and comparable forms used for	at EMO/BEMO and balances are	destroy when balances are transferred to a new

TABLE 23-11

Continued.

12	audit trail records	document control registers, suspense document files, completed document files, and applicable adjustment records removed from the BEMO for updating and showing the audit trail stamp		destroy 1 year after completion of action. AUTH: N1-AFU-90-3	
	record, and comparable forms	issue of personal clothing and equipment	transferred to a new form	form. AUTH: N1-AFU-90-3	
33			signed certificate	destroy when a joint satisfactory inventory and signed certificate is accomplished between the individual and the servicing EMO/BEMO. AUTH: N1-AFU-90-3	
34		originals	at EMO/BEMO and individual is reassigned permanent change of station	sent to MPF In & Out Processing Unit for disposition per AFI 36-2608 (see table 36-12, rule 1 and 1.1). AUTH: N1-AFU-90-3	
35		retained copies		the losing EMO/BEMO destroys 6 months after the original has been forwarded (rule 34). AUTH: N1-AFU-90-3	
36		signed copy	at EMO/BEMO and individual is discharged, released from active duty, or personal retention requirement is terminated	send to MPF Reenlistment & Separation Unit for disposition per AFI 36-2608 (see table 36-12, rule 1). AUTH: N1-AFU-90-3	
37		originals	retained by individual equipment function after events in rule 36	destroy 6 months after turn in of all equipment. AUTH: N1-AFU-90-3	
38		equipment record for emergency deployment pertinent to cost category II items		destroy when items are returned. to the custodian. AUTH: N1-AFU-90-3	
39		registers of expendable and nonexpendable, nonreturnable items	at individual equipment function	destroy 90 days after date of last entry. AUTH: N1-AFU-90-3	
40		equipment custodian file	Custodian Authorization/Custody Receipt Listing (CA/CRL); weapons serial number listing; copies of approved custodian requests for equipment, receipts and other records which affect the CA/CRL balance and daily document register (DO4)	custodian copies	destroy superseded material once updated CA/CRL and/or weapons serial number listings have been received, examined and all outstanding actions have been verified as complete. AUTH: N1-

TABLE 23-11

Continued.

41		custodian request log; information file on office machines; temporary issue receipts; requests for purchase; warranty/guarantee records; adjustment records; records pertaining to inventory actions, that is, government property lost or damaged (GPLD), and reports of survey, etc.; records relating to the request to base supply activities for training equipment, notification of action taken on request, and return of equipment to base supply activities including issue/turn-in slips and related correspondence; approved copies of request for office furniture which require approval by the unit commander		destroy when all outstanding actions are complete and records are no longer needed. AUTH: N1-AFU-90-30
42		suspense copies of custodian requests/receipts		hold with supporting record until all action is complete, then file it in the completed file. AUTH: N1-AFU-90-3
43	(RESERVED)			(RESERVED)
44				
45				
46				

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 23-12

MATERIEL UTILIZATION PROGRAM RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	requirement and asset data registered in the DO67 system	summary products	at the materiel utilization control office (MUCO)	destroy after 2 years. AUTH: N1-AFU-90-3
2		DO67 system master record in National Stock Number sequence		destroy after 1 year. AUTH: N1-AFU-90-3
3	excess item data	high dollar excess items		destroy after 6 months. AUTH: N1-AFU-90-3
4		excess summary products		destroy after 2 years. AUTH: N1-AFU-90-3
5		excess action list		

TABLE 23-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6		status of excess		
7		excess review listings		destroy after 1 year. AUTH: N1-AFU-90-3
8		excess record deletion listing		destroy after purpose served. AUTH: N1- AFU-90-3
9		documentation in rules 7 and 8	at the AF item manager's office	destroy after 6 months. AUTH: N1-AFU-90-3
10		interrogations		destroy after 1 year. AUTH: N1-AFU-90-3
11	excesses available in Defense Property Disposal activities	referrals		destroy after 6 months. AUTH: N1-AFU-90-3
12			at the MUCO	destroy after 2 years. AUTH: N1-AFU-90-3
13	materiel utilization reports	all		
14	excess item transaction data	DO50 system monthly summary of excess item transfers		destroy after 1 year. AUTH: N1-AFU-90-3
15	Reclamation Program	products from DO67 and other systems interface to facilitate reclamation processes, reports of reclamation schedules, status, condemned/not found data, and completed save lists	at the MUCO, system manager/inventory manager office	destroy after 2 years. AUTH: N1-AFU-90-3
16	excess contractor inventory (production contracts only)	inventory schedules, transmitting correspondence and correspondence applicable to individual plant clearance cases containing excess production contractor inventory property		
17	component item screening	product from DO49/DO67 interface to facilitate component item screening		destroy after 1 year. AUTH: N1-AFU-90-3
18	DO49/DO67 reject listing	government furnished materiel items that failed screening criteria or no match on DO49 system	at the MUCO	
19	DO49/DO67 buy item component availability listing	component items that meet the criteria for offering as government furnished materiel	at the MUCO, system manager/inventory manager office	
20	government furnished aerospace equipment (GFAE) project folders	AFMC forms on initial GFAE support request, GFAE spares, spare parts and equipment requirements	at the MUCO	destroy after 2 years. AUTH: N1-AFU-90-3
21	government furnished materiel (GFM) project folders	data by end item including list of components to be supplied as GFM		

TABLE 23-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
22	GFAE reject reports	monthly report of items being rejected by contractors		destroy after 1 year. AUTH: N1-AFU-90-3
23	DO34 products	list of items in the MUCO account and used for inventory adjustment		
24	government-owned special tooling/special test equipment (ST/STE) and special tooling test equipment management system (STTEMS) (CO17)	copies of contracts, amendments, and storage agreements	at the MUCO, inventory manager/system	destroy after 2 years. AUTH: N1-AFU-90-3
25		inventory listings		destroy when superseded or entered into CO17. AUTH: N1-AFU-90-3
26		screening reviews listing		destroy 1 year after completion of review. AUTH: N1-AFU-90-3
27		keypunch source records and exceptions		destroy when validated by receipt of a transaction list. AUTH: N1-AFU-90-3
28		transaction lists		destroy 3 months after date of processing. AUTH: N1-AFU-90-3
29		ST/STE shipping list other than disposal		destroy when ST/STE is returned to storage site. AUTH: N1-AFU- 90-3
30		ST/STE shipping list for disposal		destroy when ST/STE record is deleted from system. AUTH: N1- AFU-90-3
31		ST/STE transaction registers		destroy after 2 years. AUTH: N1-AFU-90-3
32		interrogation replies		destroy when superseded or no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
33		validated file establish printouts		destroy after 2 years. 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 23-13

STRATEGIC AND CRITICAL MATERIALS RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	seizure records	requisitions by Administrator of Export Control, requisitions by Office of Export Control, and correspondence on the seizure and shipment of materials related to requisitions issued by the government ordering seizure of certain materials as necessary to the government, and directing shipment of the material to specified destinations		destroy after 12 years. AUTH: N1-AFU-90-3
2	strategic and critical materials program records	voucher files (incoming tallies and manual stock record cards), shipping instructions, receiving reports, reports of materials on hand, inventory reports, and related correspondence incident to storage, security, and maintenance of strategic and critical materials on military reservations pursuant to Public Law 520, 79th Congress		destroy 2 years after final out-shipment of materials, provided GSA is furnished a list of the records to be destroyed 90 days before destruction date so that GSA can verify the adequacy of their records. If no objection to disposal of records is indicated within the 90-day period, destroy the records. 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 23-14
SPECIAL PROGRAM/PROJECT RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	requisitioning	requisitions, shipping orders, and related correspondence from ANG, State Guard, and AFROTC organizations	at MAJCOMs in connection with approving and transmitting supply requisitions to supply activities	destroy after 2 years. AUTH: N1-AFU-90-3
2	supply directive and special project records	directive memoranda, shipping tickets, item listings, backorder files (item card), case and item files, tabulated listings, cards, and related correspondence pertinent to integrated movement of AF supplies and equipment to support special programs/projects	at HQ AFMC/LM	destroy 90 days after deadline date. AUTH: N1-AFU-90-3
3			at other than HQ AFMC/LM	destroy 6 months after cancellation notice has been issued by the monitoring activity. AUTH: N1-AFU-90-3
4	logistics orders (LOs)	register of LOs numbers	at HQ 1035th Technical Operations Group	destroy 3 years after closeout. AUTH: N1-AFU-90-3
5		numbered LOs, listings of equipment and supplies, LO amendments, and related correspondence originated and used to direct and control shipments of organizational resources to specified locations		
5.01			at squadron/detachments	
6		monthly LOs status reports	at activities in rules 4 and 5.1 above	

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 23-15

ENGINEERING DATA DISTRIBUTION AND CONTROL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	record copies of official engineering records pertaining to missile, aeronautical, nonaeronautical systems, subsystems or equipment	microfilm copies of form 2 and 3 specifications, standards, exhibits, parts lists, indexes, related information and form 1, 2, 3, dimensioned engineering drawings	at USAF engineering data repositories	destroy after related system, subsystem or equipment is removed from active AF inventory, or 12 years after the last related system, subsystem or equipment is purchased (delivered and accepted by the AF), whichever is later (See Note 1). AUTH: N1-AFU-90-3
2		copies of form 1, 2, 3 undimensioned engineering drawings on stable base material		destroy upon inactivation of the drawing (See Note 1). AUTH: N1-AFU-90-3

TABLE 23-15				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	originals of official engineering records (except category II modifications)	form 2 and 3 specifications, standards, exhibits, parts lists and form 1 dimensioned engineering drawings	at AF design activities on which approved changes are recorded	destroy 35 workdays after date of weekly activity report announcing the drawing as inactive, provided a microfilm copy is on file at AFALD/PTD (See Note 1). AUTH: N1-AFU-90-3
		form 1 undimensioned engineering drawings (See Note 2)		destroy after related system, subsystem or equipment is removed from active AF inventory, or 12 years after the last related system, subsystem or equipment is purchased (delivered and accepted by the AF), whichever is later (See Note 1). AUTH: N1-AFU-90-3
5	information copies of engineering drawings		at base EDSCs and in reference files	destroy when superseded, obsolete, inactive, or when no longer needed, whichever is sooner (See Note 1). AUTH: N1-AFU-90-3
6	preliminary and experimental engineering drawings	drawings prepared by AF or contractor		see table 61-2. AUTH: N1-AFU-90-3
7	category II modification drawings	missile, aeronautical engineering drawings, specifications prepared by AFMC activities		see table 20-2. AUTH: N1-AFU-90-3
8	engineering data authorization to receive, requisition and invoice/shipping document, and request for data forms	AF Forms 1147 and 1149 and related forms		destroy when obsolete, superseded, or no longer needed. AUTH: N1-AFU-90-3

NOTE(S):

1. Destroy all paper prints and microfilm reproductions in both reel and card form in any manner that will render the documentation useless (see AFI 37-138, chapter 3). (EXCEPTION: AFMC will transfer the microfilm record copy of

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inactive or obsolete engineering data on aircraft to the Air Force Museum after retention periods specified above have expired. The Air Force Museum will not release or disclose any data outside the government for which the ownership has been transferred to that organization, and is responsible for any reproduction of the data. The Air Force Museum will insure protection of any proprietary data in accordance with AFI 37-131 and will so inform any other government agency that is provided data by the Air Force Museum of the government agency's responsibility to protect such data.)

2. The AF record copy of undimensioned drawings will be retained in their original format and not reduced to microfilm or other miniaturization procedures.

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

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	aircraft statistics	cards, listings, reports, gain and loss data, serial numbers, inventory	at HQ AFMC and other AFMC activities	destroy when no longer needed. AUTH: N1-AFU-90-3
2			at HQ USAF	destroy when no longer needed or after 4 years, whichever is later. AUTH: N1-AFU-90-3
3		subsidiary reports		destroy when no longer needed or after 6 months, whichever is sooner. AUTH: N1-AFU-90-3
4	individual master aircraft/missile/dron e historical cards	cards used to account for all aircraft/missiles/drones, and which reflect all changes while in the AF inventory	at HQ AFMC	retire as permanent (See Note). AUTH: NC1-AFU-80-8

NOTE: Transfer to the National Archives in 5-year blocks when most recent document is 25 years old.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a", "b", and "c" 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 23-17

STORAGE AND WAREHOUSING RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	storage facilities and services contract	leases or rental agreements for storage facilities, and supplemental agreements thereto; storage building plans and plots; contracts for commercial storage services (such as garage, parking and storage space for administrative vehicles, commercial cold storage, storage other than railroad yards, commercial warehouse closed storage service, and railroad ground storage yards); change orders, supplemental agreements, and delivery orders for storage services, bills for services, payment vouchers, and related records		destroy in accordance with table 64-1. AUTH: N1-AFU-90-3

TABLE 23-17

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	warehouse planning and layout	diagrams for warehouse, shed, open storage space or comparable records		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
3	locator records	space control sheets, location sheets, location cards, bin tags, and other records which are a part of the location system for supplies and equipment, or used as a check of inventory of stock location		
4	warehouse receiving	copies of shipping documents, car arrival reports, tallies, or other comparable records used for car spotting, assigning labor and equipment, unloading of supplies, or other purposes connected with the receipt of supplies at depot warehouses		destroy 3 months after receipt of shipment. AUTH: N1-AFU-90-3
5	warehouse shipping	copies of records used for picking, packing and loading stock for shipment (such as shipping documents, tallies, reports of outbound freight cars, work assignment sheets, stock or packing tags)	at depot warehouses	destroy 3 months after shipment. AUTH: N1-AFU-90-3
6	labor and equipment for warehousing activities	work assignment sheets, working reports of the operation of materials-handling equipment; daily work reports showing such information as date, shift, cars or trucks loaded or unloaded		destroy after 6 months. AUTH: N1-AFU-90-3
7	storage control registers	voucher assignment registers, shipping control registers, tally number registers, and comparable devices		destroy after 3 years. AUTH: N1-AFU-90-3
8	storage reporting	storage space and occupancy reports	at MAJCOMs	
9		depot space and operating reports, monthly materiel-handling reports, or comparable reports relating to overall storage operation which are made to higher headquarters	at subordinate activities	destroy after 1 year. AUTH: N1-AFU-90-3
10	special weapons storage facilities report	site plans showing type and location of storage and maintenance facilities at AF bases for atomic, radiological and biological weapons	at bases and intermediate headquarters	destroy when superseded. AUTH: N1-AFU-90-3
11	aircraft-installed equipment storage	inventory records of aircraft-installed equipment which the aircraft maintenance officer has determined is used infrequently	at EMOs/BEMOs	destroy on removal of item from storage. 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 23-18

FUELS, PROPELLANTS, AND CHEMICAL RECORDS (NOTES 1 AND 2)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Aviation fuel, and fuel ground products	fuels ADPE output including receipt, storage, issue, inventory item accounting documents and access control logs. Local purchase orders/receipts requirements forecasting	at base fuels activities	destroy after 1 year if not being retained as supporting records for other reports; destroy simultaneously with supported record. AUTH: N1-AFU-88-15
2		orders placed from contract sources and corresponding receipts		destroy 6 years and 3 months after expiration date of the contract. AUTH: N1-AFU-88-15
3		operating loss analysis plus supporting records		destroy after 3 years. AUTH: N1-AFU-88-15
4		daily fuels request and servicing logs		destroy after 1 year unless being used to determine/compute refueler/manpower requirements; maintain for 1 additional year. AUTH: N1-AFU-88-15
5		quality control spot checks		destroy after 6 months. AUTH: N1-AFU-88-15
6		quality control inspection reports		destroy after 1 year. AUTH: N1-AFU-88-15
7		identaplates		destroy when replaced or when no longer needed. AUTH: N1- AFU-88-15
8		reports and records concerning fuel storage/handling capability, planned facility/equipment changes, damage assessment/repair, fuel support plans, plan assessment records		destroy after 1 year or in accordance with local statutes. AUTH: N1-AFU-88-15
9	energy conservation	computer reports, analysis data	at all levels	destroy when no longer needed. AUTH: N1- AFU-88-15
10	aviation fuel and oil sales	certificates of tax exemption furnished by contract, charter and civil aircraft operations	at base fuels activities and SA-ALC	destroy after 3 years. AUTH: N1-AFU-88-15
11	missile propellant and pressurant forecasts	propellant requirements forecasts, reports	at all levels	
12	liquid fuels supervisor records	physical profile serial report, certificate of competency, request for certification/recertification and approval	at requesting and approving activities	destroy upon recertification or ineligibility of individual. AUTH: N1-AFU-88-15

TABLE 23-18

Continued. (Notes 1 and 2)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
13	cryogenics plants and tank records	plant operating and maintenance records, system status records, cryogenics tank records	at all level of activities	destroy after 1 year or as directed by item manager. AUTH: N1-AFU-88-15
14	inspection records	records of inspection of permanently installed base fuel storage systems	at base fuels activities	destroy after 3 years or longer if required for state or local environmental requirements. AUTH: N1-AFU-88-15
15	test records	laboratory test reports		destroy after 6 months (retain when supporting deviations; destroy when deviation is corrected.) AUTH: N1-AFU-88-15
16			at area laboratories	destroy after 1 year. AUTH: N1-AFU-88-15
17	construction project proposals	theater airfield capability and construction data	at base fuels activities	see table 32-15, rule 4. AUTH: N1-AFU-88-15
18	local support	organization fuel tank records, fuel servicing records, etc.		destroy when superseded, or upon removal or replacement of the fuel tank. AUTH: N1-AFU-93-19
19	records not covered elsewhere	tabulations, summaries, etc.	at all levels	

NOTE(S):

1. Records in this table include hard copy records and computer disks.
2. All references to year are fiscal year.

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 23-19

PROPULSION AND GAS TURBINE POWER PLANT RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	propulsion centralized accounting	debit/credit records, master tape, reports, stock record accounts, DoD single line item release/receipt records, materiel inspection, and receiving report	at Oklahoma City Air Logistics Center (OC-ALC) for the AFJ2031 accounts, for as long as the engine is in the AF inventory	cut off on loss of engine by exchange, transfer, donation or sale and determination of property accountability; hold 2 years and destroy (EXCEPTION: supporting records reflecting disposition of propulsion units terminate from the central account are destroyed 12 years after the engine has been dropped from the AF inventory; the Central Account will retain gain and loss information for 12 years after the TM engine has been terminated from the Air Force inventory). AUTH: N1-AFU-90-3
2		engine status report	held by the engine manager at the reporting activity	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3			at activities reporting to the base engine manager	destroy 30 days after submission of the succeeding report. AUTH: N1-AFU-90-3
4	engine reporting	semiannual aircraft engine reclamation and rework/repair report	at HQ AFMC	destroy 12 years after the engines are dropped from AF inventory. AUTH: N1-AFU-90-3
5			at other than HQ AFMC	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 23-19

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6		requirements/inventory analysis report (RIAR) (aircraft/missiles)	prepared by Engine Inventory Manager ALC and submitted to HQ AFMC and HQ USAF semiannually on completion of requirements and overhaul computation	destroy 3 years after close of the buying year. AUTH: N1-AFU-90-3
7		interservice engine reports	consolidated at HQ AFMC	destroy 12 years after the engines are dropped from AF inventory. AUTH: N1-AFU-90-3
8			at other than HQ AFMC	destroy after 2 years or when superseded, whichever is sooner. AUTH: N1-AFU-90-3
9		(RESERVED)		(RESERVED)
10				
11		worldwide engine inventory summary report	prepared and distributed by OC-ALC to HQ USAF, HQ AFMC, and EIM monthly to reflect worldwide inventory by type, model and series	destroy 12 years after the engines are dropped from AF inventory. AUTH: N1-AFU-90-3
12			at other than HQ USAF and HQ AFMC	destroy after 2 years or when superseded, whichever is sooner. 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 23-20
PRECIOUS METALS RECOVERY PROGRAM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	reclamation and use of precious metals	forms, reports, logs, accountability records and correspondence	at HQ USAF/MAJCOMs/maj or subordinate commands	destroy after 2 years. AUTH: NI-AFU-90-3
2			below major subordinate commands	destroy after 1 year. AUTH: NI-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 23-21

MATERIEL PROCUREMENT PROGRAM CONTROL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Procurement Authorizations (PA) for Materiel Procurement Program	Three-year program direction of every line item within the Other Procurement Appropriations allocated by Congress for that particular fiscal year	at HQ USAF, HQ AFMC and HQ AFIC	destroy 2 years after the last year for which the funds are available for obligation. AUTH: N1-AFU-87-33
2	directives, program status reports, contractual maintenance requirement data			destroy 3 years after completion of obligations covered by the buying program. AUTH: N1-AFU-90-3
3	status reports and related data		at HQ USAF and HQ AFMC	destroy after completion of the program, or 90 days after superseded, whichever is sooner. AUTH: N1-AFU-90-3

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 23-22				
CATALOGING RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	cataloging data	Federal Supply Catalog item identification cards/AF Stock Number File, alphanumeric file, and Federal Supply Catalog/National Stock Number file		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
2		detail card part number file, detail card National Item Number (NIIN) file, trailer card NIIN file, and trailer card National Stock Number file		
3		similar or related records		
4	cataloging control	IBM listings		destroy after 1 year. AUTH: N1-AFU-90-3
5		card files		
6		copy of status equipment records		
7		government acceptance record of contractor-prepared item identification		
8		similar or related records		

TABLE 23-22

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9	item descriptions of electric or electronic equipment	AF item identification and nomenclature cards prepared by JCENS in Washington, DC		destroy when information is incorporated into Federal Supply Catalog items identification card. AUTH: N1-AFU-90-3
10		similar or related records		destroy when item is obsolete. AUTH: N1-AFU-90-3
11	listings in card or book form	all items used by the Federal Government which contain item identification; National Stock Number and description data; logistics item data card; Federal Supply Catalogs, guides, and codes; and similar or related records		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
12	source material	Federal Supply Catalog items identification card, facsimile cards, and other cards		
13		visible file indexes		
14		similar or related records used in the AF stock list and supply catalog system which reflect and make available in book form Federal Supply Catalog System items used by the AF		
15		stock list control data		destroy on completion of punch card operation and subsequent verification. AUTH: N1-AFU-90-3
16		cataloging manuscript		destroy on completion of necessary file panels. AUTH: N1-AFU-90-3
17	Cataloging Project Files	letters of transmittals, minutes of conferences, correspondence pertaining to the Federal Supply Catalog program, and other related records		destroy 2 years after all actions have been completed AUTH: N1-AFU-90-49
18		request for AF stock list data or comparable forms		destroy 6 months after all actions have been completed. AUTH: N1-AFU-90-3
19	cataloging reports		at requesting activity	destroy after 1 year. AUTH: N1-AFU-90-3
20			at preparing and/or intermediate activities	destroy 6 months after supersession. 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

REPORTS OF SURVEY, REGISTERS, CHARGES, COLLECTIONS,
AND NOTICES OF EXCEPTION RECORDS

TABLE 23-23

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	reports of survey case files	reports of survey, records used in lieu of, and correspondence pertaining to, lost, damaged, or destroyed government-owned or leased property; investigations and reviews of facts and circumstances involved, assessment of financial liability and actions on waivers and appeals thereof; actions taken on debts resulting from assessments	at the report of survey (ROS) Program Manager's office	destroy 6 years after final action by the appointing or approving authority. AUTH: N1-AFU-90-3
2		retained copies of reports of survey, records used in lieu thereof, and related correspondence and supporting records	at preparing activities	destroy 2 years after initiation. AUTH: N1-AFU-90-3
3		retained copies of reports of survey used to support supply system stocks inventory adjustment vouchers or adjustments to in-use accountable property record items	at supply accountable offices	destroy 2 years from the date of adjustment. AUTH: N1-AFU-90-3
4		retained copies of reports of survey or records used in lieu thereof pertaining to damage to Air Force motor vehicles	at transportation offices and in unit vehicle control officer files	destroy per table 24-3. AUTH: N1-AFU-90-3
5		retained copies of reports of survey and related correspondence used to support assessment of financial liability	at financial services offices (FSOs)	destroy 1 year after assessment has been collected, or financial liability is voided. AUTH: N1-AFU-90-3
6	reports of survey registers	form registers and comparable forms that provide a complete record of each report of survey		destroy 1 year after final action is completed on all entries of a terminated register. AUTH: N1-AFU-90-3
7	GAO notices	notices of exceptions that are issued by GAO against disbursement activities of financial services officers charged with appropriated funds		destroy 1 year after exception has been cleared by GAO. 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

24. Transportation. These tables cover records relating to all aspects of Air Force transportation.

TABLE 24-1				
TRANSPORTATION				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Appointment of Transportation Officers and Agents	appointment orders, requests for appointments, qualifications of potential appointees, termination of orders of appointment or revocation, and related documents		destroy 10 years after termination or revocation of appointment AUTH: GRS9,Item1b
2	Special Transportation Arrangements	Department of Transportation new or modified special permits, waiver of Federal, state, municipal or other authority's regulation for transportation of explosives or other dangerous or sensitive materials; use of special conveyance for passenger travel; special handling data; traffic transfer receipts; interchange agreements (between AF installations and rail carriers on use of Government-owned trackage by common carriers and operation of Government-owned equipment over commercial railroad trackage); permissible operating distances (letters establishing a local permissible motor vehicle operating distance (POD) and letters requesting to exceed local POD); motor vehicle movement over public highways (requests for waiver, applications for and permits to move military vehicles over state highways, permits); and related documents	not limited specifically to a particular case file	destroy 10 years after completing final action authorized by the special arrangement AUTH: GRS9,Item1b

TABLE 24-1

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
3	Control for Movement of Goods or Personnel	records constituting a system for receipt and tally in the transportation system, such as Military Standard Transportation Movement Procedures (MILSTAMP) (cargo manifests, special handling data, traffic transfer receipts); cargo manifests; troop movement (routing, departure, arrival, organizations, equipment requirements, car numbers, commanders reports); movement orders for troops moving through an aerial or water port of embarkation (at port of embarkation); control number registers; GB/L registers (for household goods and other than household goods); transportation requests and meal tickets, AMC transportation authorizations; traffic coordination (applications and requests for car reservations and accommodations, card indexes, correspondence, reports, and related records which do not involve issuance of procurement records, i.e., transportation requests, AMC transportation authorizations, and requests for carrier service); handling (transportation officers books that record every car handled, and include information necessary to check demurrage bills and agreement abstracts submitted by carriers in support of bills); car control and processing (records reflecting cars en route, received, placed, loaded, unloaded and dispatched); carload routing (forms prepared by transportation officers authorized to route domestic carload or truckload shipments of freight); storage-in-transit (inbound GB/Ls, transit reshipping certificates, record of transit freight bills, tonnage credits); routing orders (requests for routing, route order, confirmation on route orders, unit permit authorizations); highway bridge toll ticket control;		destroy 10 years after completion of shipment AUTH: GRS9,Item1b

TABLE 24-1

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
/		transportation unit control; vessels (forms used by port air officers to record shipping data on material shipped by surface transportation); ocean passenger traffic (passenger invoice recapitulation, shipper destination summary sheet, berthing plan, port identification and recapitulation sheet, passenger list recapitulation, certificate of health, and manifest covering passengers loading or unloading at a port); ocean cargo manifests (manifests, shipping records, hatch tallies, disposition sheets, security cargo receipts, cargo discharge reports, delivery tallies, discrepancy reports); marine master operation and maintenance statistical data on logs; movement of passengers, personal property and cargo (MAJCOM consolidated reports only); and similar documents		
	4 Commercial Movement of Goods or Personnel Case Files - Routine	original vouchers, issuing office copies, and supporting documents covering commercial freight transportation charges of settled fiscal accounts including registers and other control documents, such as property shipped and property received GB/LA, freight bills, shipping records, express receipts, special handling data, traffic transfer receipts, cargo manifests, signature and tally records, waybills, dray tickets, holding orders, switching orders, demurrage reports, transit reshipping certificates, records of transit, freight bills and tonnage credits, report of survey (discrepancies incident to shipment of materials), DOD single line item release receipt records, and related records including shipment and temporary storage of household goods, mobile homes, unaccompanied baggage, Do-It-Yourself (DITY) moves, including DD Form 2278, Do It Yourself Counseling Checklist; transportation requests, AMC transportation authorizations, and meal tickets, including cancelled		destroy 6 years after completion of shipment AUTH: GRS9,Items1a&1c

TABLE 24-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		copies, records relating to issue thereof; transportation certificates for passenger travel, and related correspondence; application for transportation of dependents, travel orders, certificate of dependency, and related records		
5	Commercial Movement of Goods or Personnel - Nonroutine	case files covering payment for transportation charges for services for which notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, deduction or collection action has been taken, voucher contains inbound transit shipment, parent voucher has print of paid supplemental bill associated, voucher has become involved in litigation, or any other condition that prevents settling of account, requiring the voucher to be retained beyond the 6-year retention period, such as deception of overcharge; time extensions of travel and transportation entitlements, reports of casualty, retirement orders, and related supporting documents		destroy 10 years after completion of final action AUTH: GRS9,Item1b
6	(RESERVED)			(RESERVED)
7	NOTEMPS Case Files	household goods non-temporary storage accounts system (NOTEMPS) case files consisting of storage records (service orders, applications for nontemporary storage, travel orders or other fund citing authority, and other pertinent records)		destroy 3 years after final disposition of stored goods and settlement of case AUTH: N1-AFU-90-3
8	Transportation Administration	reports of issued transportation requests; transportation traffic control number registers; shipment planning worksheets; signature and tally record, report of shipment (REPSHIP) messages and tracer actions on classified or sensitive material; ocean terminal and inland linehaul cargo reports; applications for GB/Ls to be furnished to contractors; public file of GB/Ls; motor vehicle movement over public highways (administrative records, such as, special road laws relating to State Highway		destroy after 2 years AUTH: GRS9,Item4a

TABLE 24-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9	Movement of Goods or Personnel by Government (Non-	<p>Commission, DOD Directory listing military and state officials authorized to request and issue permits for oversize, overweight, or other special military movement over public highways; cargo channel traffic airlift requirements; ocean cargo manifests at MAJCOMs and are used for advance planning, diversion, or control; special airlift requirements; passenger channel traffic airlift requirements; sealift cargo requirements; boat dispatch sheets (routine); MSTs utilization reports; statistical reports on movement of passengers, personal property and cargo (MAJCOM and below except MAJCOM consolidated reports); personal property movement quality assurance (carrier performance files, facility inspection reports, except initial inspection reports, quality control reports from members and destination traffic management offices, Carrier Evaluation and Reporting System (CERS)); Do It Yourself Moving Program (public file), Traffic Distribution Records (TDR); letters of intent of approved carriers (filed with transportation officer by carriers desiring to participate in DOD traffic; NOTEMPS master rate file (basic agreement rate spread list, cost comparison list); NOTEMPS master record list and expiration date list; NOTEMPS alpha contractor list, service order list, accounting classification summary list, conversion to member's expense list; NOTEMPS consolidated invoices, annual service order renewal listings; NOTEMPS contractor facility files of all transactions with contractors having basic agreements with DOD; NOTEMPS MTMC reports and management information lists; related documents</p>		
		<p>case files of Government freight warrants, waybills, or cargo manifests covering movement of Government</p>		<p>destroy 3 years after completion of shipment AUTH: N1-AFU-90-3</p>

TABLE 24-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Air Force) Transportation Facilities	supplies, materiel or personnel by Government transportation facilities		
10	Customs Clearance and Personal Property Inspection and Clearance	records used in clearing cargo, personnel, and inspection, processing, and customs clearance of personal property (including accompanied or unaccompanied baggage), such as certificates of retention for captured material, trophies, certificates of ownership or right to possess items of Allied nation's material, certificates of retention and customs declarations, receipts for articles withdrawn by inspecting officers for accompanied baggage, blanket declarations and summary sheets prepared by transport commanders, statements of authority to retain captured material, trophies, and related records.		destroy 3 years after clearing customs or settlement of irregularities, whichever is later AUTH: N1-AFU-90-3
11	Ammunition Certificates	certificates used as a device to prevent entry of live ammunition into US by individuals either on their person or in their baggage		destroy after final inspection of baggage at port of embarkation in US or after settlement of irregularities, whichever is later AUTH: N1-AFU-90-3
12	(RESERVED)			(RESERVED)
13	Procuring Office Custom Entry	consumption entry, consumption entry permit, summary of entered values, correspondence, and records relating to entry of material through customs and relate to entry and free-of-duty admission of material produced abroad or returned by the AF	at procuring offices	destroy after 5 years (EXCEPTION: those records which are known to pertain to an unsettled claim, incomplete investigation, or pending litigation, are not destroyed until settlement of the claim or completion of the investigation or litigation). 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 24-2

AIRLIFT

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	MILAIR AMC Transportation Authorizations, Passenger Lists, and Travel Orders - ASIF		for airlift service industrial fund (ASIF) traffic at originating stations	destroy after 2 years. AUTH: N1-AFU-90-3
2	MILAIR AMC Transportation Authorizations Passenger Lists, Travel Orders		for revenue traffic other than ASIF and nonairlift service industrial fund (non- ASIF) traffic at originating stations	destroy after 6 months. AUTH: N1-AFU-90-3
3	MILAIR Transportation Control and Movement for Cargo and Mail			destroy after manifest listings are made. AUTH: N1-AFU-90-3
4	MILAIR Cash Collection Vouchers	receipts used as supporting documents for preparation of financial reports		destroy after 2 years. AUTH: N1-AFU-90-3
5	MILAIR Registered Mail Manifest	registered mail manifest and DD Form 1384, Transportation Control and Movement Record used for airlift service industrial fund (ASIF) traffic	at originating and terminating stations	destroy after 1 year. AUTH: N1-AFU-90-3
6	MILAIR Registered Mail Manifests			destroy after 1 year AUTH: N1-AFU-90-3
7	MILAIR Cargo/Passenger Manifests Representing Billable Revenue for Transportation, Aeromedical Evacuation, and Special Assignment Airlift Missions (SAAM), Mail or Rush Baggage Manifests, Release from Claim for Property Damage or Personal Injury		for airlift service industrial fund (ASIF) traffic at originating and terminating stations	destroy after 1 year AUTH: N1-AFU-90-3

TABLE 24-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	MILAIR Cargo/Passenger Manifests Representing Billable Revenue for Transportation, Aeromedical Evacuation, and Special Assignment Airlift Missions (SAAM), Mail or Rush Baggage Manifests, Release from Claim for Property Damage or Personal Injury - Other		for revenue traffic other than ASIF traffic and nonairlift service industrial fund (non-ASIF) traffic at originating and terminating stations	destroy after 6 months. AUTH: N1-AFU-90-3
9	MILAIR Cargo/Passenger Manifests - Other			destroy after 1 month AUTH: N1-AFU-90-3
10	MILAIR Truck Manifests	truck manifest and local release forms used to document the release of terminating cargo and mail from the airlift system		destroy after 6 months. AUTH: N1-AFU-90-3
11	MILAIR Aerial Port Control Log	manifests and forms used to show date and purpose of the Airlift Control Element (ALCE) and aid in completion of required reports		destroy after 2 months AUTH: N1-AFU-90-3
12	MILAIR Baggage Irregularities	inventories, tracer actions, baggage identification tags, rush baggage tags, and related correspondence that are records of lost, found, pilfered, and damaged baggage used to support claims for reimbursement or return to owner		destroy after 1 year. AUTH: N1-AFU-90-3
13	MILAIR Baggage Irregularities - HQ AMC BSC		at HQ AMC Baggage Service Center (BSC)	destroy after 2 years. AUTH: N1-AFU-90-3
14	MILAIR Transportation Discrepancy Reports	reports pertaining to traffic irregularities, packaging and handling deficiencies, over, short, damaged, pilfered, and lost cargo and mail, and correspondence on passenger irregularities		destroy after 1 year. AUTH: N1-AFU-90-3
15	MILAIR ASIF Revenue, Billing and Receivables	invoices/claims to public; cash collection vouchers; AMC transportation authorizations;	at AMC Director of Industrial Fund	destroy 6 years after close of FY in which final collection is

TABLE 24-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		transportation cargo movement documents; MTAs & TCMDs; travel orders; voucher for transfer between appropriation; and general correspondence used as backup to billing data		effected AUTH: GRS9,Item1a(3)
16	MILAIR Air Transportation Manifests	AMC Forms 53 without flight certificate		destroy after 90 days AUTH: N1-AFU-90-3
17	MILAIR Port Management Level Listing	inventories/tabulations pertaining to passengers, cargo or mail awaiting shipment		destroy after 1 month. AUTH: N1-AFU-90-3
18	MILAIR Document Control Center (DCC) Transaction Requests	records used to establish an order of priority by job type		destroy weekly or when no longer needed. AUTH: N1-AFU-90-3
19	MILAIR Bumped Cargo/Mail Worksheets or Load Pull Sheets	records used to remove planned and manifested (preload or final) cargo/mail from the manifest and return to the port management level		destroy after 1 month. AUTH: N1-AFU-90-3
20	MILAIR Fleet Service Arrival/Departure Worksheet	fleet service checklists and related records		destroy after 3 months. AUTH: N1-AFU-90-3
21	MILAIR Fleet Service Equipment	records used to inventory expendable/nonexpendable equipment		
22	MILAIR Aircraft Ground Handling Worksheets	inbound/outbound advisory messages, load planning worksheets, manifests (other than originating) patient manifests, human remains messages, life or death urgency shipment messages, permit to proceed requests and permit to proceed messages, delay reports, load sequence breakdown records used to provide a continuous record of ground handling		
23	MILAIR Confirmation of Passenger Reservations or Air Overseas Travel		at base transportation offices	destroy after 3 months, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
24	MILAIR Cargo and Passenger Scheduling	air cargo and troop backlogs		destroy after 6 months. AUTH: N1-AFU-90-3
25	MILAIR Equipment Status Reports	on hand/assigned vehicles materials handling equipment (MHE) and associated aerial port equipment		destroy after 1 year. AUTH: N1-AFU-90-3
26	MILAIR Unit	correspondence, messages and related		

TABLE 24-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Capability Measurement System (UCMS) Reports	records		
27	MILAIR Phase II Data	records used to document load planning qualifications and currency		destroy when no longer needed. AUTH: N1-AFU-90-3
28	MILAIR Air Traffic Handling	biological/re-icing/refrigeration logs, terminating cargo/mail, manifest control logs, security cage logs and inventory, originating/terminating MACMICAP/VVIP control logs, and aerial port movement logs	a record of daily actions at air terminals	destroy after 3 months. AUTH: N1-AFU-90-3
29	MILAIR Frustrated Cargo Report	records used for cargo/mail that cannot be accepted or movement continued in the airlift system due to irregularity		destroy after 6 months. AUTH: N1-AFU-90-3
30	MILAIR Report of Shipment	records used to provide security to secret and firearms shipments in the Defense Transportation System		destroy after 3 months. AUTH: N1-AFU-90-3
31	MILAIR Tie-Down Equipment and Nuclear Shoring Kit Accountability	tie-down equipment check lists, C-130 and C-141 special equipment receipts and temporary issue receipts		
32	Special Assignment Missions - Revenue	special assignment revenue missions: aircraft flight itinerary logs, aircraft flight reports, maintenance, and related records		destroy after 1 year AUTH: N1-AFU-90-3
33	SAM Shippers Requests and HQ USAF Authorizations		created by AMC or provided AMC for reimbursement to Airlift Service Industrial Fund, and which act as supporting records for airlift services rendered	destroy 2 years after payment AUTH: N1-AFU-90-3
34	SAM AMC Operational Directive (MOD) or Airlift Flight Itinerary Log		created by AMC or provided AMC for reimbursement for Airlift Service Industrial Fund and which act as supporting records for airlift services rendered	destroy 2 years after payment AUTH: N1-AFU-90-3
35	LOGAIR Travel Orders and Travel Authorizations		at HQ AFMC, LOGAIR terminals, LOGAIR customer	destroy after 6 months AUTH: N1-AFU-90-3

TABLE 24-2

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
			stations, and contractor storage sites in processing LOGAIR special missions and pilot pickups, chartered airlift, etc.	
36	LOGAIR Traffic Summaries			destroy after 3 years AUTH: N1-AFU-90-3
37	LOGAIR Traffic Transfer Receipt			destroy after 1 year AUTH: N1-AFU-90-3
38	LOGAIR Cargo/Mail Detail Card		at AFMC and AMC bases as originating, intransit, and terminating files, and at other nonmechanized air terminals as terminating intransit files	destroy after 6 months AUTH: N1-AFU-90-3
39	LOGAIR Shipping Records and Shipping Tickets	includes general purpose punch cards used in lieu of a shipping record		destroy after 6 months AUTH: N1-AFU-90-3
40	LOGAIR Aircraft Incidents	reports and records of aircraft in an accident, missing status, or damaged by ground handling		destroy after 2 years AUTH: N1-AFU-90-3
41	LOGAIR Improper Shipments	over, short, damaged, and/or pilfered registers; certificates of lost shipments; reports of over/short shipments		destroy after 1 year AUTH: N1-AFU-90-3
42	LOGAIR Air Cargo Manifest Listings and Reports			destroy after 1 year AUTH: N1-AFU-90-3
43	LOGAIR Air Cargo Manifest Header Cards			destroy after 90 days AUTH: N1-AFU-90-3
44	LOGAIR Air Cargo Manifest Master Routing Cards			destroy when no longer needed AUTH: N1-AFU-90-3
45	LOGAIR Manifest Number Register			destroy when no longer needed AUTH: N1-AFU-90-3
46	LOGAIR Flight Data Record			destroy after 6 months AUTH: N1-AFU-90-3
47	LOGAIR Discrepancy Report Tracers			destroy after 6 months AUTH: N1-AFU-90-3
48	LOGAIR Control Logs			destroy after 6 months AUTH: N1-AFU-90-3

TABLE 24-2					
Continued.					
	A	B	C	D	
R U L E	If the records are or pertain to	consisting of	which are	then	
49	LOGAIR Supervisors' Reports			destroy after 6 months AUTH: N1-AFU-90-3	
50	LOGAIR Departure, Arrival, and Other Operational Messages and Reports			destroy after 6 months AUTH: N1-AFU-90-3	
51	LOGAIR Reports of Damaged or Improper Shipments			destroy after 90 days AUTH: N1-AFU-90-3	
52	LOGAIR Baggage Identification Tags	lower portion		destroy when purpose has been served AUTH: N1-AFU-90-3	
53	LOGAIR Transportation of Explosives or Other Dangerous Articles	special handling data/certificates, and instructions for commanders or military or civilian aircraft		destroy when purpose has been served AUTH: N1-AFU-90-3	
54	LOGAIR Air Cargo Routing Lists			destroy when purpose has been served AUTH: N1-AFU-90-3	
55	LOGAIR Backlog Listings			destroy when purpose has been served AUTH: N1-AFU-90-3	
56	LOGAIR Statistical Reports	report and background material, such as LOGAIR Personnel Property Statistical Report		destroy after 2 years 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 24-3

MOTOR VEHICLES

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
1	Vehicle Jacket - Historical	the historical portion (such as motor vehicle release files: records relating to transfer, sale, donation, or exchange of vehicle; Agency Record Copy of US Government Certificate of Release of Motor Vehicle (SF 97A))		destroy 4 years after vehicle leaves agency custody AUTH: GRS10,Item6
2	Vehicle Jacket - Temporary	the temporary portion (such as: maintenance records, including those relating to service and repair)		destroy 1 year after completion of service/maintenance or 1 year after expiration of the warranty period, whichever is later AUTH: GRS10,Item2b

TABLE 24-3

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
3	Vehicle Histories - Central File	vehicle historical records maintained as a central file		transfer to the historical portion of the vehicle jacket on initiation of third continuation form, or on permanent reassignment of vehicle, whichever is sooner. AUTH: N1- AFU-90-3
4	COPARS Control and Verification	COPARS fund ledgers, sales slips, invoice verifications and related records		destroy after 3 months AUTH: N1-AFU-90-3
5	Vehicle Materiel Control	COPARS stock consumption records		destroy 1 year after completion. AUTH: N1-AFU-90-3
6	Vehicle TCTOs	time compliance technical orders (TCTOs), commercial technical bulletins, messages, letters, and one- time inspections on vehicles	maintained by maintenance control and analysis	destroy TCTOs and commercial technical bulletins when the vehicle is sent to disposal. Destroy all other documents 1 year after completion. AUTH: N1-AFU-90-3
7	VIMS - Monthly	Motor Vehicle Information System (VIMS) monthly motor vehicle operations and maintenance summary reports, maintenance man-hour summary reports, employee master list, and related correspondence		destroy after 1 year. AUTH: N1-AFU-90-3
8	VIMS - Quarterly	Motor Vehicle Information System (VIMS) quarterly operations and maintenance summaries and cards		destroy 1 year after completion of new FY summaries and cards AUTH: N1-AFU-90-3
9	Panama Official Decals - Military Vehicles	vehicle decal records/register and related documents for registration of military vehicles in Panama		destroy after 5 years or when no longer needed for accountability. AUTH: N1-AFU-90-3
10	Motor Vehicle Operator Files	records relating to individual employee operation of Government- owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence; operator qualifications and record of licensing, examination and performance; request for driver training and addition to AF Form 2293 or Optional Form 346; reports of		destroy 3 years after separation of employees or 3 years after rescision of authorization to operate Government- owned vehicle, whichever is sooner AUTH: GRS10,Item 7

TABLE 24-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		inquiry; search of National Driver Register		
11	Government Military Vehicle Operator Identification Card - Expired/Revoked/No Longer Used	cards that are permanently revoked or expired; cards related to individuals separated and civilians reassigned to duties not requiring vehicle operation		destroy AUTH: N1-AFU-90-3
12	Hired Motor Vehicle Reports			destroy 3 years after date of report AUTH: GRS10,Item4
13	Motor Vehicle Accident Case Files	reports of accidents; estimates of damage; reports of survey; statements of charges; cash collection vouchers; photographs; Operator's Report of Motor Vehicle Accident (SF 91); Investigation Report of Motor Vehicle Accident (SF 91A); Statement of Witness (SF 94); comparable records and related correspondence		destroy 6 years after case is closed AUTH: GRS10,Item5
14	Operator Inspection Guide and Trouble Report	operator checklist noting vehicle deficiencies		destroy 1 year after closeout AUTH: GRS10,Item2b
15	Vehicle Operations	operating records including those relating to gas and oil consumption, dispatching, and scheduling		destroy after 3 months AUTH: GRS10,Item2a
16	State Gasoline Tax Refunds	documents supporting claims for refund of aviation and motor fuel tax from the states of Arizona, Oregon, California, and Washington (for claims against the state of Montana, see note)		destroy 4 years after settlement of claim AUTH: N1-AFU-90-3
17	Requests for Motor Vehicle Service	Request for Motor Vehicle Service (AF Form 868), log of events, and related records (including records initiated as a result of exercises/deployments)		destroy after 2 years AUTH: GRS10,Item1
18	Motor Vehicle Cost Files	motor vehicle ledger and worksheets providing cost and expense data		destroy 3 years after discontinuance of ledger or date of worksheet AUTH: GRS10,Item3
19	Motor Vehicle Report Files	reports on motor vehicles (other than accident, operating, and maintenance reports), including Agency Report of Motor Vehicle Data (SF 82), Agency Report of Sedan Data (SF 82D)		destroy 3 years after date of report AUTH: GRS10,Item4
20	US Government National Credit		issued, recalled, and/or maintained by vehicle	destroy 6 months after final payment on all

TABLE 24-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Cards		operations or requisitioning agency	invoices covered by a specific card AUTH: N1-AFU-90-3
21	US Government National Credit Card Administration	credit card registers; copies of records certifying loss, investigation, destruction, turn-in, validation, and related records	maintained by VCOs/NCOs	destroy 1 year after close of fiscal year AUTH: N1-AFU-90-3

NOTE: Destroy State Gasoline Tax Refund claims against the state of Montana 5 years after settlement of claim.

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 24-4
PACKAGING AND MATERIALS HANDLING RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	technical and procurement data records	item identification and container markings and specification coordinating policy records (such as regulations, standards, and manuals) (and related correspondence		destroy after publication has been rescinded, superseded in its entirety, no longer applicable, or after the project has been completed, whichever is sooner. AUTH: N1-AFU-90-3
2	Packaging Evaluation Projects	correspondence, proposals, standards, specifications, design data, test results, deficiency reports, packaging orders, quality products lists and related supporting data (See Note)		destroy after 8 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3	Mechanized Materials Handling Systems	correspondence, drawings, specifications reports, proposals, minutes of meetings, labor standards, flow charts, funding data, cost analysis and related supporting data (See Note)		

NOTE: For records related to hazardous materials/environmental protection, use table 32-1, rule 17. For records related to foreign military sales (FMS) cases, use table 16-1, rule 7.

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