

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-AFU-02-4 X	
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 In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Communications and Information			
3 MINOR SUBDIVISION Enterprise Information Resource Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Olthea S. Croom	5 TELEPHONE NUMBER (703) 588-6194	DATE 5-28-02	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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>133</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>11 Apr 02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S. Croom</i>		TITLE Air Force Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>The SF115 relates to the three rules on the first attached sheet, involving temporary electronic records. Specifically, these three rules are to be added to the following attached tables in AFMAN 37-139:</p> <p>Tables 34-1 through 34-18, Tables 35-1 through 35-3, Tables 37-1 through 37-17, and Tables 37-19 through 37-20.</p> <p>(The titles of these tables are listed on the second sheet following this one.)</p> <p>The three rules on the first attached sheet will apply to all series in these tables, except as noted in the text adjoining the three rules.</p> <p>The attached tables themselves have been <u>crossed out</u> because this SF115 covers, for each table, only the three rules involving temporary electronic records.</p> <p><i>cc Agency NR nwmw</i></p>		

The three rules below (involving temporary electronic records) should be added to Table 34-1 through Table 34-18, Table 35-1 through Table 35-3, Table 37-1 through Table 37-17, and Table 37-19 through Table 37-20, 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

The above three rules will apply to all series covered by the above-mentioned tables, with the following exceptions:

1. Rules "a", "b", and "c" will not apply to series relating to the following rules, which cover unscheduled records:

<u>Table</u>	<u>Rule(s)</u>	<u>Table</u>	<u>Rule(s)</u>
34-8	3.01	35-2	1
34-9	1 - 5, 10	37-14	16

2. Rules "a", "b", and "c" will not apply to series relating to the following rules, which cover permanent records:

<u>Table</u>	<u>Rule(s)</u>	<u>Table</u>	<u>Rule(s)</u>
34-1	1	37-9	8, 8.02, 9, 20, 21
34-13	1	37-11	1, 1.01, 1.02, 1.03, 12
35-1	2, 6, 27	37-13	2
37-1	10	37-14	17
37-7	1, 2, 6, 12.01, 15	37-15	1, 3
		37-17	10, 12, 18, 19
		37-19	29
		37-20	11

3. Rules "a" and "b" will not apply to series relating to the following rules, which cover temporary records that might be permanent if converted to electronic format:

<u>Table</u>	<u>Rule(s)</u>	<u>Table</u>	<u>Rule(s)</u>
34-8	3	34-12	67

TABLE

[NUMERIC VERSION OF AFMAN 37-139 TABLE TITLES]

Series Number	Table Number	Table Title
034	01	MORALE, WELFARE AND RECREATION
034	02	AERO CLUB RECORDS
034	03	LIBRARIES
034	04	CHILD CARE CENTERS
034	05	CONTROL, PROCUREMENT AND SALE OF ALCOHOLIC BEVERAGES
034	06	AIR FORCE OPEN MESS PROGRAM
034	07	GENERAL MEMBERSHIP CLUBS
034	08	CEMETERY AND BURIAL RECORDS
034	09	DISPOSITION OF REMAINS OF DECEASED PERSONNEL
034	10	FOOD SERVICE RECORDS
034	11	LAUNDRY AND DRY CLEANING RECORDS
034	12	NONAPPROPRIATED FUND (NAF) PERSONNEL RECORDS
034	13	NAF ADMINISTRATIVE MANAGEMENT RECORDS
034	14	NAF FINANCIAL MANAGEMENT
034	15	NAF REAL PROPERTY MANAGEMENT RECORDS
034	16	NAF PROCUREMENT RECORDS
034	17	NAF SUPPLY RECORDS
034	18	NAF RECREATIONAL SERVICES RECORDS
035	01	PUBLIC AFFAIRS
035	02	HOME TOWN NEWS CENTER RECORDS
035	03	AMERICAN FORCES RADIO AND TELEVISION (AFRT) RECORDS
037	01	ADMINISTRATIVE SYSTEMS MANAGEMENT
037	02	ADMINISTRATION OF POSTAL ACCOUNTS
037	03	MAIL ACCEPTANCE AND DELIVERY
037	04	MAIL MOVEMENT
037	05	POSTAL ADMINISTRATION RECORDS
037	06	PUBLICATIONS AND FORMS REQUIREMENTS AND DISTRIBUTION
037	07	PUBLICATIONS MANAGEMENT
037	08	REPROGRAPHICS
037	09	SPECIALIZED PUBLICATIONS
037	10	FORMS MANAGEMENT
037	11	CORRESPONDENCE, MESSAGES, AND PROJECT FILES
037	12	ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION AND CONTROL
037	13	ADMINISTRATIVE ORDERS
037	14	OFFICE SUPPORT
037	15	ADMINISTRATIVE RECORDS
037	16	WAKE ISLAND VITAL STATISTICS AND NOTORIAL RECORDS
037	17	USAFA ADMINISTRATIVE RECORDS
037	19	RECORDS MANAGEMENT PROGRAM
037	20	PRIVACY ACT PROGRAM

34. Services. These tables cover records pertaining to Morale, Welfare, Recreation, and Services (MWRS) programs and facilities.

TABLE 34-1
MORALE, WELFARE AND RECREATION

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	services programs	studies, directives and analyses reflecting organization of programs, and conduct and result of program activities		retire as permanent (See Note 2). AUTH: NC1-AFU-80-8
2	support for services activities	supply records, fund budgets (See Note 1)		destroy after 1 year. AUTH: N1-AFU-90-3
3	photography contests	photo entries in four groups		destroy after 1 year. AUTH: N1-AFU-90-3
4	recreation programs	records concerning sports, motion pictures, service clubs and entertainment, youth programs, special interest groups, and similar activities not covered elsewhere		destroy after 2 years or when no longer needed, whichever is sooner AUTH: N1-AFU-90-3

TABLE 34-1				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	professional entertainers	locator cards for professional entertainers of foreign nationality performing in overseas military establishments		destroy on inactivation of activity. AUTH: N1-AFU-90-3
6	triennial survey and prioritization	base survey results and plans for future development of morale, welfare and recreation programs	at bases	destroy after 6 years AUTH. N1-AFU-90-3
6.01	Services Program Plan	annual base level plans for current and future services programs		destroy after 4 years AUTH. N1-AFU-90-3
7	services facilities programming list report	facilities listing that portrays facility data to services managers		destroy when new list is received. AUTH: N1-AFU-90-3
8		key punch cards used to update or provide new facility information		destroy cards when necessary information has been entered into the system AUTH. N1-AFU-90-3
9		correspondence and related data which provide instructions or facility information		destroy after 1 year or when superseded. AUTH. N1-AFU-90-3
10	logistics support records	a variety of records pertaining to the logistics support of service facilities and activities		see appropriate functional table and rule to which the records belong AUTH: N1-AFU-90-3
11	AF excess/surplus property	issue slips, supply loan receipts that involve excess property received from DRMO	at logistics branch	destroy when property is turned into DRMO. AUTH. N1-AFU-88-33
12		registers of control numbers, expandable issue registers, turn-in slips	at logistics branch	destroy after 2 years AUTH. N1-AFU-88-33
13	Slot Machine Status Reports	base level inputs		destroy when superseded or no longer needed, whichever is later. AUTH: N1-AFU-90-4

NOTE(S):

- 1 Retain property requisitions and property disposal records unit inactivation per AFM 67-1
- 2 Transfer to the National Archives in 5-year blocks when latest record 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 1.

	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 34-2

AERO CLUB RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	meetings	minutes of safety, Board of Governors, standardization and general membership and others used for safety, organizational and operational requirements		destroy after 2 years AUTH: N1-AFU-90-3
2	pilot information file (volume II)	important flying safety information for pilots necessary to improve the aero club safety program		destroy after 1 year, or as safety information item directs. AUTH. N1-AFU-90-3
3	aero club membership and training folder	membership applications (AF Form 1710), official orders (Reserve and Guard personnel), standardized answer sheets, pilot check-out records (AF Form 1584), and other data required by club manager used for membership, administrative and standardization purposes		release to the individual member on transfer or termination of membership, provided the member's account is cleared, or destroy records not requested by such members after 1 year. AUTH. N1- AFU-90-3
4	FAA training records	records required by the FAA which reflect the participation and accomplishment of students enrolled in an FAA approved course		(See Note 1). AUTH. N1-AFU-90-3
5	individual VA training/certification	all records required by the VA which reflect the participation, training and accomplishments of each student enrolled in a VA approved course used to certify the training of each student and certification of payments by the VA		(See Note 2) AUTH. N1-AFU-90-3
6	daily aircraft operational forms	reports of flight and aircraft usage, and servicing which are used for daily aircraft operation, discrepancies, repair, usage and servicing		retain on each aircraft, in 100-hour increments, between required inspection cycles. Records reflecting the last 200 hours of operation on each aircraft are required. When records exceed the 200-hour retention requirements, destroy in 100-hour increments. AUTH. N1-AFU-90-3

TABLE 34-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	aircraft records and maintenance records	airframe and engine log books, certificates of registration, air worthiness, and associated records required by FAA		transfer with aircraft or dispose of as required by appropriate FAA directives AUTH N1-AFU-90-3
8	covenant not to sue and indemnity agreements	AF Form 1585, Covenants and Indemnity Agreements		destroy 6 years after period of agreement AUTH. N1-AFU-90-3
9	aero club personnel services contracts	contracts used to obtain aero club flight instructors, mechanics and supervisors of flying		see table 64-1 AUTH N1-AFU-90-3
10	aircraft lease agreements	contracts used to lease aero club aircraft		see table 64-1. AUTH N1-AFU-90-3
11	reports and records, general correspondence	not covered elsewhere in this table		destroy after 1 year. AUTH: N1-AFU-90-3
12	aircraft accident/incident reports	reports and related records used in reporting and investigating aero club aircraft accidents/incidents	at aero clubs	destroy after 2 years or on inactivation, whichever is sooner. AUTH: N1-AFU-90-3

NOTE(S):

1. Destroy after 1 year from the date the student graduates from the course to which the record pertains, terminates his or her enrollment in that course or transfers to another school, or as otherwise prescribed by Federal Aviation Regulations FAA training records which are used to support VA training and/or certification of training shall be retained in accordance with rule 5.

2. Records and accounts pertaining to each period of training will be kept intact and in good condition for a period of 3 years following termination of enrollment, unless notified by the VA or GAO to keep them for a longer period of time. Include those FAA training records used to support certification of VA training.

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 34-3

LIBRARIES

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	library acquisitions (locally-funded)	requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records which are control records accumulated by librarians for materials procured from locally- funded appropriated or nonappropriated funds, or received from any other source		destroy completed orders after 3 years AUTH. GRS 3, Item 3a(2)

TABLE 34-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1.01	library acquisitions (centrally-funded)	requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records which are control records accumulated by librarians for materials procured from centrally-funded sources		destroy completed orders after 6 years and 3 months. AUTH: GRS 3, Item 3a(1)
2	library disposition files	shipping documents, turn-in slips, schedule of collections, inventory adjustment vouchers, and related records which are records of each item withdrawn from permanent holdings of a library collection		destroy after 3 years AUTH: N1-AFU-90-3
3	library shelf lists	official card listings of reading and reference material which are the permanent collection of AF libraries, set up in accordance with rules of professional librarianship	cards or holdings transferred as a complete library collection	transfer with collection AUTH: N1-AFU-90-3
4			cards on dissolved library collections	destroy 1 year after dissolution of library. AUTH: N1-AFU-90-3
5			cards on material removed from a collection	transfer with record, or destroy after 1 year, whichever is applicable. AUTH: N1-AFU-90-3
6	card catalogs	author, title, and subject index to permanent holdings of library collection maintained in accordance with rules of professional librarianship		on transfer of a complete collection, send with collection, or destroy on removal from or dissolution of collection AUTH: N1-AFU-90-3
7	(RESERVED)			(RESERVED)
8	library loans	book cards, reserve cards, overdue notices, and similar records of the charge-out system		destroy when expended AUTH: N1-AFU-90-3
9		requests for issue, or turn-in, duplicate shelf list cards, bookmarks, and comparable records for library materials issued to individuals and activities for indefinite periods		destroy when material is returned, on consolidation of records, or on other proper settlement of responsibility. AUTH: N1-AFU-90-3
10	library balance on hand	records containing total number of items in permanent library collections; records of all additions and		destroy 1 year after transfer of the complete collection or on

TABLE 34-3				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		withdrawals		dissolution of library. AUTH: N1-AFU-90-3
11	reports of audit	reports of library control records		destroy after 1 year, provided any corrective action required by table 65-3 has been accomplished. AUTH N1-AFU-90-3
12	annual and semiannual library reports	statistics of library holdings and operation		retain in the accumulating office for the life of the library; destroy upon inactivation of the library. AUTH: N1- AFU-90-3
13	reciprocal library system records	correspondence and related records establishing a base library as a member of a regional system of cooperating libraries	at base libraries and monitoring headquarters	destroy when superseded, obsolete, upon dissolution of agreement, or inactivation of base, whichever is sooner AUTH: N1-AFU-90-3

NOTE: Records may be retained in accumulating library offices until eligible for destruction, provided additional filing equipment is not required.

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 elec- tronic records are super- seded, obsolete, or no long- er needed for administrative, legal, audit, or other opera- tional purposes
c	Electronic copies	that are created using electronic mail and word processing or form filler software		destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later

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TABLE 34-4

CHILD CARE CENTERS (see note 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	child care operations	cards used as a patron registration record, authorization for medical treatment in emergency situations, identify child and sponsor, and to record immunizations, known allergies and special instructions; related records to include child care food program records under Public Law 95-627; and enrollment data.	at child care centers	destroy upon reassignment or discharge of sponsor or after period specified in intergovernmental agreements with state or local agencies designated to monitor child care centers, whichever is later. AUTH: N1-AFU-90-3

TABLE 34-4

Continued. (see note 1)

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
2		registers which provide daily record of attendance, collection of fees and sign-in/out of patrons; and related records (See Note 2)		destroy after 3 years or after period specified in intergovernmental agreements with state or local agencies authorized to monitor child care centers, whichever is later. AUTH: N1-AFU-90-3
3		forms which provide a record of injuries, parental permission to administer medications; and which record serious accidents, illnesses, etc; and related records		destroy after 3 years or when no longer needed, whichever is later (note 3) AUTH: N1-AFU-87-43
4		forms which record hourly head counts of staff and children, room attendance, and related records		destroy after 3 years or when no longer needed, whichever is later (note 3). AUTH: N1-AFU-87-43
5		forms which record weekly activities for children, reports used to provide information to higher headquarters, and related records		destroy after 3 years or may be kept for historical purposes up to 5 years. AUTH: N1-AFU-87-43
6		forms, letters, and reports used in licensing of family day care home providers; forms recording injuries or incidents occurring in family day care homes; and related records		destroy 3 years after family day care home operation ceases due to reassignment or discharge of sponsor, or voluntary or involuntary termination of family day care services, or until no longer needed; whichever is later (note 3). AUTH: N1-AFU-87-43
7		forms which record patron reservations and related records		destroy after 3 years when no longer needed, whichever is later AUTH: N1-AFU-87-43
8	Family Day Care Homes	case files of family day care providers' applications; agency checks from mental health, security police, housing, and social actions, training information; proof of insurance or personal liability and agreement to	maintained by the Family Day Care Coordinator	destroy 1 year after discontinuance of Family Day Care Home or until no longer needed, whichever is later. AUTH: N1-

TABLE 34-4

Continued. (see note 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		indemnify the U.S.; checklists from fire, safety, environmental health, family day care coordinator; emergency provider information; proof of first aid training, copy of the license and other reports		AFU-87-43
9		case files of inactive or suspended Family Day Care Homes		destroy 1 year after discontinuance of Family Day Care Home or until no longer needed, whichever is later. AUTH. N1-AFU-87-43
10		case files of denied or cancelled Family Day Care Homes		destroy 3 years after date of denial or cancellation. AUTH N1-AFU-87-43

NOTE(S):

1. The records covered by this table are not authorized for retirement to a federal records center.
2. If the child care center is not using a cash register or other prenumbered receipt, a copy of the AF Form 1182 will be made and sent to the NAFFMB. The AF Form 1182 is backup to the cash report and is retained per table 34-14, rules 18 and 18.1. The original of the AF Form 1182 is kept in the child care center.
3. If litigation is involved, retain until settlement is made.

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

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TABLE 34-5

CONTROL, PROCUREMENT AND SALE OF ALCOHOLIC BEVERAGES

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	establishment of alcoholic beverage outlet	letters and supporting records used as a basis for establishment of an alcoholic beverage function		destroy 2 years after discontinuance of outlet, or instrumentality is dissolved. AUTH. N1-AFU-90-3
2	management records	correspondence, records of purchases and related data used to plan programs		destroy after 2 years or when no longer needed, whichever is applicable. AUTH. N1-AFU-90-3
3	procurement guidance records	policy records, guidance, laws, statutes used to determine procurement procedures		destroy when superseded. AUTH. N1-AFU-90-3
4	controls on sale/use of alcoholic beverages	letters, messages, operating instructions, etc		destroy when obsolete, superseded or no longer needed. AUTH. N1-AFU-90-3
5	permits, stamps, taxation	applications, forms, correspondence, as required by law		destroy upon renewal or replacement. AUTH: N1-AFU-90-3
6	pricing	information on pricing, surveys, etc., used to price alcoholic beverages		destroy after 1 year. AUTH: N1-AFU-90-3
7	packaged alcoholic beverages sales slips	sales slips/purchase register	at alcoholic beverage outlets	destroy after 1 year. AUTH: N1-AFU-90-3
8	sales slip book log	sales slip book log used to record the issue, use and destruction of sales slips		destroy 1 year after last entry. AUTH: N1-AFU-90-3

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

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

TABLE 34-6

AIR FORCE OPEN MESS PROGRAM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	establishment of Air Force clubs	charter with related records		destroy 2 years after discontinuance of open mess, or 2 years after the instrumentality is dissolved. AUTH. N1- AFU-90-3
2	meetings	minutes of Nonappropriated Funds Council, advisory committee and general membership meetings		destroy 2 years after minutes of meetings no longer apply to or impact on the operation of the open mess. AUTH: N1-AFU-90-3
3	membership data or reports	membership applications, rosters, studies or reports used for planning or promotional purposes		destroy upon transfer of member or when no longer needed. AUTH. N1-AFU-90-3
4	training programs, workshops or seminars	handouts, pamphlets, training aids, rosters, and related material		destroy after 2 years, when superseded, or no longer needed, whichever is applicable. AUTH N1-AFU-90-3

TABLE 34-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5		records related to planning, developing or establishing training programs or policy		destroy after 2 years, when superseded, or no longer needed, whichever is applicable. AUTH: N1-AFU-90-3
6	sanitation and housekeeping	reports and related records required to operate food and beverage programs		destroy after 2 years. AUTH: N1-AFU-90-3
7		food service sanitation checklist		destroy after 3 months AUTH: N1-AFU-90-3
8	supplies and equipment	forms, letters, lists, requisitions		destroy after 1 year AUTH: N1-AFU-90-3
9	facility maintenance, repair, improvement or construction	work orders, service call logs, AF Forms 1391, project booklets, letters and related records		destroy 3 years after fiscal completion. AUTH: N1-AFU-90-3
10	essential feeding	designation of an open mess as an essential feeding facility with related records		destroy 2 years after the open mess is dissolved or when the commander rescinds the essential feeding facility designation. AUTH: N1-AFU-90-3
11	safety	bulletins, rosters or visual aids needed to encourage safety programs		destroy when obsolete, superseded or no longer needed. AUTH: N1- AFU-90-3
12	awards program	letters, citations, certificates, background records for the USAF Meritorious Club Award		see table 36-33. AUTH: N1-AFU-90-3
13	advertising, promotions, publicity, public relations	posters, calendars, flyers and planning records		destroy after 1 year or when no longer needed AUTH: N1-AFU-90-3
14	reports of inspection, audit or visit	reports, responses or related correspondence		destroy after 4 years or when superseded by a later audit/visit/ inspection. AUTH: N1-AFU-90-3
15	club operating continuity files	policy letters, operating instructions, messages and related information		destroy when superseded. AUTH: N1-AFU-90-3
16	club management	letters, analyses, studies, and other related data used in planning the open mess programs		destroy after 1 year or when superseded. AUTH: N1-AFU-90-3
17	working records	papers, forms, tapes, scatter sheets and other supporting records used to develop policy or programs		destroy after 2 years or when no longer needed, whichever is later.

TABLE 34-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
18	club guest checks	accounts control copies which reflect on food and beverage items purchased or charged by member or guest		AUTH: N1-AFU-90-3 destroy after 3 months, provided account is clear. AUTH: N1- AFU-90-3
19		for package liquor sales		destroy after 6 months AUTH: N1-AFU-90-3
20		kitchen copy of check		destroy when no longer needed. AUTH: N1- AFU-90-3

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

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

TABLE 34-7

GENERAL MEMBERSHIP CLUBS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	establishment of general membership clubs	constitution and by-laws, policy directives, authorizations, property rewards, studies, charts, and related correspondence		destroy 2 years after discontinuance or 2 years after the instrumentality is dissolved (See Note 1). AUTH. N1-AFU-90-3
2		changes to policy directives (except published standards directives), authorizations and/or background and support papers		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
3	minutes of meetings	minutes of club, advisory and standing committee meetings		destroy 2 years after minutes no longer impact on the operation of the general membership clubs AUTH: N1-AFU-90-3
4	inspection reports	reports, except those in rule 5, conducted by command requirements or as directed by higher authority		destroy on discontinuance of a club operation. AUTH: N1-AFU-90-3
5		reports made of riding clubs, animal stalls, arena, etc.	at riding clubs	destroy 2 months after inspection is recorded. AUTH: N1-AFU-90-3
6	Firearms/ammunition transactions	records on sale of ammunition, invoices and receipts for resale, firearms acquisition and disposition records, sworn statements and returns receipts for lost, stolen, or inoperative firearms and inventory of weapons	at membership club offices	destroy 2 years after the end of the year bought (See Note 2). AUTH N1-AFU-90-3
7	membership locator cards and records	member's locator cards and dues records		destroy after 2 years or expiration date of membership AUTH. N1-AFU-90-3
8	membership club information report (See Note 3)	annual memberships club report		destroy after 1 year. AUTH. N1-AFU-90-3

NOTE(S):

1. Published directives are controlled by table 37-7.
2. Administrative records required by the Bureau of Alcohol, Tobacco and Firearms (BATF) regulations will be sent to the regional BATF within 30 days after dissolution of the Rod and Gun club.
3. Aero clubs and Open Messes are excluded from this report since they are covered by other reports.

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 34-8

CEMETERY AND BURIAL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	cemetery operations	operating records related to burial space, cost of operations, maintenance and operations of base cemeteries		destroy after 5 years. AUTH: N1-AFU-90-3
2	reserving grave sites	records reserving sites in AF base cemeteries maintained by name of individual		destroy on cancellation of grave site or reservation. AUTH: N1-AFU-90-3
2.01		cancellations		hold until installation is inactivated then send to gaining organization for destruction when no longer needed. AUTH: N1-AFU-90-3
3	interment reports	periodic reports of interments, available grave sites, grave site reservations, and similar reports	at MAJCOMS	destroy after 5 years. AUTH: N1-AFU-90-3
3.01			at bases	disposition pending. AUTH: Unscheduled
4	vital statistic reports	reports to state or local vital statistics offices		destroy after 5 years. AUTH: N1-AFU-90-3

NOTE: Contact SAF/AAIQ for disposition instructions if cemetery is transferred to another federal agency or to a local government. If cemetery is not transferred, transfer records to National Archives immediately on inactivation.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a" and "b" do not apply to rule 3, and rules "a" and "b" and "c" do not apply to rule 3.01:

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

TABLE 34-9

DISPOSITION OF REMAINS OF DECEASED PERSONNEL

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
1	AF or unknown personnel	record copies of check lists of current deaths occurring outside or inside CONUS, disposition of remains--reimbursable basis (for overseas use), preparation and inspection of report, certificate of death (overseas), request for payment of funeral and/or interment expense, identification findings and conclusions, personal property inventory, instructions for disposition of remains, order appointing summary court officer or escort, purchase and delivery orders, paid vouchers, or Army or Navy forms similar to and used in lieu of above		disposition pending. AUTH: Unsheduled
2	foreign nationals who died while in training in the US			
3	AF civilian employees and/or their family members and contract technical representatives and/or their family members			
4	deceased family members of military personnel			
5	deceased civilians of foreign nationality employed at AF installations			
6	deceased personnel covered by rules 1 thru 5	retained copies of records forwarded to respective agencies per AFMAN 34-508		destroy after 2 years AUTH. FM-AFU-90-3
7	Army, Navy, Marine Corps or Coast Guard personnel			

TABLE 34-9
Continued.

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
8	State Department personnel			
9	US citizens furnished military service in overseas areas at State Department request			
10	deceased personnel records	retained copies of instructions for disposition of remains	at HQ USAF	disposition pending. AUTH: <u>Unscheduled</u>
11	military honors checklist	completed military honors checklist forms for retirees or veterans	at bases that provide military funeral honors	destroy after 4 years. AUTH: N1-AFU-90-3
12		completed military honors checklist forms for honors other than funeral/memorial services	at bases that provide military honors	see table 36-33. AUTH: N1-AFU-89-30

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a" and "b" and "c" do not apply to rules 1, 2, 3, 4, 5, and 10:

	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 34-10

FOOD SERVICE RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Subsistence Credit Allowance Management System (SCAMS) or A La Carte System (ALACS) or Monetary Credit Allowance Management System (MCAMS)	request for issue or turn-in, dining hall signature record, register of cash collection sheets, cash collection record, cash collection voucher, voucher for transfer between appropriations and/or funds (disbursements), daily dining facility summary, comparable forms or cash register reports, and related computerized records	used to ensure funds are properly controlled	destroy 1 year after end of accounting period AUTH. N1-AFU-88-50
2	Receipt for Transfer of Cash and Vouchers	including AF Form 1305		destroy after transaction is complete. AUTH. N1-AFU-88-50
3	Ration Strength Report		used to estimate number of meals to be served	destroy after 3 months AUTH: N1-AFU-88-50

TABLE 34-10

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	MCAMS	dining hall financial statement, monetary credit allowance ration return	a result of the MCAMS, under which dining facilities receive money to buy food in lieu of requisitioning food from supporting commissary	destroy 1 year after end of accounting period. AUTH: N1-AFU-88-50
5	dining facility food control	food service production log	used to ensure that food supplies are properly issued, used, and accounted for in appropriated fund dining halls, and to assist food service personnel in controlling food issued in dining halls, or related to the financial status of the dining hall account	destroy after next menu cycle use. AUTH N1- AFU-90-3
6		inventory of class () quartermaster supplies, senior cook's requisition, field ration dining hall stock record, subsistence request, tally in-out, inventory adjustment voucher, daily dining facility summary, monthly monetary record, basic daily food allowance computation		destroy 1 year after end of accounting period AUTH. N1-AFU-88-50
7	administration of central preparation facilities	subsistence request, daily control sheet, request for issue or turn-in, comparable forms and related records	accumulated in managing central preparation activities	
8	food service report	food service operations report, menu utilization report, consumer level subsistence appraisal program, unsatisfactory subsistence report, and related records		
9	food handlers			see table 48-6. AUTH N1-AFU-88-50
10	flight food service	register of cash collection sheets, request for flight meals, flight meal delivery and return receipt, flight meal orders and issues, ground support meal request, stock and cost record of flight subsistence and meals, summary of flight meals, subsistence request	used to record the number of meals requested and issued and cash collected for meals passengers	destroy 1 year after end of accounting period. AUTH: N1-AFU-88-50
11	Recipe and Menu	portion price index, error audit list,	used to establish menu	destroy after 1 year.

TABLE 34-10

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Pricing System (RAMPS) or SIMS or SAS pricing (Note 1)	basic daily food allowance component list computation, ALACS item pricing, ALACS price reduction record	item prices in ALACS operations	AUTH. N1-AFU-88-50
11.01		monthly update card deck/tape	used to update data base	destroy after 2 months AUTH: N1-AFU-90-3
12	installation menu board	minutes of meetings, monthly recapitulation, adjustment papers	used to revise, delete, and add to Air Force worldwide menu	destroy 1 year after completion of menu cycle. AUTH: N1-AFU-88-50
13	meal cards	accountable cards	issued to airmen entitled to subsistence in kind (SIK)	destroy on surrender to issuing authority (See Note 2). AUTH: N1-AFU-88-50
14	meal card control registers or computer generated equivalent forms	numbered registers, including related inspection forms, receipts of accountable forms, and correspondence; used to account issued, reissued, withdrawn, lost, or destroyed meal cards, entries on ration strength reports, and list of meal card holders	pages or forms with all entries completed	destroy after 1 year or on inactivation of unit, whichever is sooner (See Note 2). AUTH: N1-AFU-89-13
15				at units where annual meal card recall is waived, register will run continuously, pages retired when outdated and destroyed after 1 year (See Note 2). AUTH: N1-AFU-89-13
16	(RESERVED)			(RESERVED)
17	supporting payments to contractors based on monthly meal counts	signature records, cash collection records, cash register reports, daily dining facility summary, flight meal requests, comparable forms or cash register reports, and related computer-generated records	at full food service contract operations, including base maintenance contracts, and food service attendant contract operations	destroy 6 years, 3 months after period covered by contract. AUTH: N1-AFU-88-50
18	USAF subsistence standardization files	subsistence specifications, unsatisfactory material reports (subsistence), packaging improvement reports, Armed Forces consumer level subsistence appraisal committee reports and computer output, and other related correspondence to develop or refine subsistence standardization records	used by dietitians, quality assurance specialists, and statistical support staff at Air Staff level	destroy 1 year after intended purpose is served AUTH. N1-AFU-88-50
19	Service Information	tape or disc containing data of sales,	used to support	destroy 6 years,

TABLE 34-10

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Management System (SIMS) or Site Automated System (SAS)	daily dining facility summary, flight meal requests, register transactions	payments to contractors at bases with food service contracts	months after period covered by contract AUTH: N1-AFU-88-50
20		hard copy reports which require signatures for validation including cook's requisition, operations report, monthly monetary record, inventory of subsistence, cash collection voucher, subsistence request, tally in-out	used to establish accountability for subsistence and monetary transactions	destroy 1 year after end of accounting period AUTH: N1-AFU-89-13

NOTE(S):

1. File maintenance and disposition instructions listed in this table apply for computer tapes or discs generated under SIMS or SAS operations.
2. Subject to audit provisions of table 65-3.

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 34-11

LAUNDRY AND DRY CLEANING RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	collection point records	unit and organizational laundry and dry cleaning records related to receipt, processing, return, and accounting for laundry and dry cleaning		destroy as soon as laundry or dry cleaning is satisfactorily accounted for. AUTH: N1-AFU-90-3
2	operations records	sales tickets and cash collection vouchers		destroy after 1 year. AUTH: N1-AFU-90-3
3		delivery receipts		destroy as soon as property is returned. AUTH: N1-AFU-90-3
4	linen inventory	semiannual inventories used for linen control and distribution		destroy after 1 year. AUTH: N1-AFU-90-3

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

	A	B	C	D
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 34-12

NONAPPROPRIATED FUND (NAF) PERSONNEL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	NAF Basic Program - General Personnel Administration	personnel correspondence and subject files relating to the general administration of personnel functions and including college programs, selective placement programs, examinations, paid recruitment advertising, executive development program, merit promotion, employment safety program, and others not specifically described elsewhere in this schedule (See Note 7)	at all locations, except HQ USAF/DPC, HQ AFCPMC, and MAJCOMs	destroy after 3 years AUTH. N1-AFU-90-3
2	(RESERVED)			(RESERVED)
3	NAF Basic Program - Employment & Manpower	correspondence, reports, memoranda, and other records relating to employment programs and functions, and manpower management, and evaluations, including experts and consultants, overseas employment, reemployment rights, and employee transfers and details		destroy after 5 years. AUTH: N1-AFU-90-3
4	NAF Correspondence and Forms - Personnel Actions	correspondence and forms relating to pending personnel actions	at CCPOs	destroy when action is completed. AUTH. N1-AFU-90-3
5	NAF Retention Registers - RIF Actions	retention registers from which RIF actions have been taken		destroy after 2 years. AUTH. N1-AFU-90-3
6	NAF Retention Registers - No RIF Actions	retention registers from which no RIF actions have been taken		destroy when superseded or obsolete. AUTH. N1-AFU-90-3
7	NAF Personnel Correspondence & Forms - All Others	all other correspondence and forms		destroy after 6 months. AUTH. N1-AFU-90-3
8	NAF Wage Administration	wage administration records that constitute the basis for personnel actions that may require reconstruction at a later date		destroy when termination of system life AUTH: N1-AFU-90-3
9	NAF Wage Schedules	wage schedules used for each occupational group of NAF employees		destroy 4 years after superseded or cancelled provided any needed corrective action has been taken per table 65-3 (See Note 2). AUTH: N1-AFU-90-3

TABLE 34-12				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
10	Supervisor/Manager NAF Personnel Files	supervisor's/manager's personnel files consisting of correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel actions, and records on individual employees duplicated in or not appropriate for NAF operating or operating officials personnel records (See Note 8)	maintained outside CCPO	review annually and destroy superseded or obsolete records; or destroy all records relating to an individual employee 1 year after separation or transfer. AUTH: N1-AFU-90-3
11	(RESERVED)			(RESERVED)
12	NAF Position Authorization Listing	AF Form 684, NAF Position Authorization Listing, used by CCPO to control all authorizations, whether occupied or vacant		review annually and destroy superseded or obsolete records when 2 years old. AUTH: N1-AFU-90-3
13	NAF Service Control File	Service Control File, which consists of active SF 7 cards and SF7d strips and/or PDS-CN (NAF) Record used to provide information on each NAF space authorized, established and filled to provide a concise chronology of personnel and position action		destroy SF 7 cards 3 years after separation of employee; when automated, employee separation brief (RIP) is prepared at time of separation and is destroyed 3 years after separation (See Note 2). AUTH: N1-AFU-90-3
14	NAF Applicant Supply File	rosters indexed to the applications and recruiting lists, authorized racial and ethnic identification and related data, recruiting lists/vacancy announcements used to provide a record of applicant flow process		destroy 5 years after the end of year in which effective. (See note 15) AUTH: N1-AFU-90-3
15	(RESERVED)(see note 9)			(RESERVED)
16	(RESERVED)(see note 10)			
17	(RESERVED)(see note 9)			
18	NAF Applications for Employment - Accepted for Possible Employment	including declined offers		destroy after 6 months. AUTH: NC1-330-80-3
18.01	NAF Applications for Employment -	including Referral for Consideration (DD Form 359)		destroy after 6 months. AUTH: N1-AFU-90-3

TABLE 34-12

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
	Not Selected			
19	(RESERVED)(see note 9)			(RESERVED)
20	(RESERVED)(see note 10)			
21	NAF Official Personnel Folder (OPF)	data which reflects and or documents the service of individuals paid from NAF and contains records of all US citizens/US Nationals wherever employed and of all non-US citizens employed within the United States and its possessions and dependents of DOD active military personnel and US citizen, DOD appropriated, or nonappropriated fund civilians hired in foreign areas (including applications for employment and accepted offers)(See Note 11)	at CCPOs	transfer folder to National Personnel Records Center (NPRC/CPR), St. Louis, MO, 1 year after separation (See Notes 1, 3 and 6). AUTH: GRS1,ITEM1B
22	NAF Official Personnel Folders - Non-US Citizens in Foreign Areas	records of all direct hire non-US citizens in foreign areas and all such indirect hires which reflect and documents the service of individuals paid from NAF (including employment applications and accepted offers)(See Note 11)		destroy 5 years after separation. For exceptions see notes 2 and 5. AUTH: N1-AFU-90-3
23	(RESERVED)(see note 11)			(RESERVED)
24	(RESERVED)(see note 9)			
25	NAF Temporary Individual Employee Records	records leading to a formal action, but not constituting a record of it nor making a substantial contribution to the employee's record. For example, letters of reference, debt correspondence, performance ratings, letters of caution, etc		destroy upon separation or transfer of employee or after 1 year, whichever is sooner. AUTH: N1-AFU-90-3
26	NAF Involuntary Separation or Resignation Action of Employees Without Appeal Rights	supervisor's explanation of the reasons for separation of the employee; job-related circumstances or record of oral notice given to the employee that adversely affected his/her resignation	filed subjectively according to nature of action separately from employee's OPF	destroy 4 years from effective date of action (See Note 4). AUTH: N1-AFU-90-3
27	NAF Chronological Journal File	forms documenting employment, promotions, transfer in or out, separation and all other individual personnel actions, exclusive of those in NAF OPFs Examples are AF Forms 2545, including fact sheets	at CCPOs	destroy after 2 years. AUTH: N1-AFU-90-3

TABLE 34-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
28	NAF Position Classification Files - at AFCMPC/DPCR	standards determining title, series, and grade based on duties, responsibilities, and qualification requirements	at AFCMPC/DPCR	destroy 5 years after cancellation, revision, or supersession. AUTH. N1-AFU-90-3
29	NAF Position Classification Files	standards determining title, series, and grade based on duties, responsibilities, and qualification requirements	at all other offices	destroy 6 months after cancellation, revision, or supersession. AUTH: N1-AFU-90-3
30	NAF Position Classification Standards Development (AFCPMC/DPCR)	case files containing memoranda, correspondence, and other records relating to the development of standards for classification of positions peculiar to Air Force	at AFCMPC/DPCR	destroy 5 years after cancellation, revision, or supersession. AUTH: N1-AFU-90-3
31	NAF Position Classification Standards Development		at all other offices	destroy 6 months after cancellation, revision, or supersession. AUTH: N1-AFU-90-3
32	NAF Position Classification - Review File (AFCMPC/DPCR)	review file		destroy 5 years after cancellation, revision, or supersession. AUTH: N1-AFU-90-3
32.01	NAF Position Classification - Review File	review file	at all other offices	destroy 6 months after cancellation, revision, or supersession. AUTH N1-AFU-90-3
33	NAF Position Descriptions - Record Copies	files describing established positions including information on title, series, grade, duties, and responsibilities	record copies	destroy 6 years after position is abolished or description superseded. AUTH: N1-AFU-90-3
34	NAF Position Descriptions - Copies	files describing established positions including information on title, series, grade, duties, and responsibilities	all other copies	destroy when position is abolished or description superseded. AUTH: N1-AFU-90-3
35	NAF Classification Survey Reports - Not Request for Personnel Action	classification survey reports (not used as a request for personnel action) on various positions prepared by classification specialists, including any periodic reports (See Note 12)	at office of origin	destroy after 3 years, when superseded, or upon inactivation, whichever is sooner. AUTH. N1-AFU-90-3
36	NAF Classification Survey Reports - Request for Personnel Action	classification survey reports (used as a request for personnel action) on various positions prepared by classification specialists, including any periodic reports (See Note 12)		destroy after 2 years or after a regularly scheduled Air Force or OPM inspection, whichever is sooner. AUTH. N1-AFU-90-3
37	(RESERVED)(see note 12)			(RESERVED)
38	NAF Classification Appeals Case Files	case files relating to classification appeals		destroy 5 years after final decision or 5 years

TABLE 34-12

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
				after any action following decision, whichever is later. AUTH: N1-AFU-90-3
39	NAF Personnel Operations Statistical Reports	statistical reports relating to personnel used for information and reporting purposes	at CCPOs and other subordinate organizations	destroy after 2 years AUTH. N1-AFU-90-3
40	NAF Employment Statistics	reports required for furnishing other governmental agencies with essential data pertaining to labor statistics, unemployment compensation, and comparable data, except records covered in rule 59, Federal Unemployment Compensation Data		destroy after 5 years AUTH. N1-AFU-90-3
41	NAF Performance/Appraisal Ratings - Certificates	certificates of performance/appraisal rating completed by supervisors/managers of NAF employees - excluding copies filed in OPF		destroy after 2 years. AUTH N1-AFU-90-3
42	NAF Performance/Appraisal Rating - General	general or case files of forms, memoranda, and correspondence		destroy after 3 years. AUTH N1-AFU-90-3
43	NAF Performance/Appraisal Ratings - Appeals	appeals files containing memoranda, correspondence, and other records relating to employee appeals of performance ratings		destroy 3 years after date of final decision. AUTH N1-AFU-90-3
44	NAF Conflict of Interest Case Files	statements of employment and financial interests and related records		destroy 3 years after separation of employee or 5 years after employee leaves the position for which statement is required. AUTH. N1-AFU-90-3
45	NAF Personnel Counseling	counseling files containing reports of interviews, analyses, and other related records		destroy 3 years after termination of counseling. AUTH N1-AFU-90-3
46	NAF Drug & Alcohol Abuse Program	alcohol and drug abuse program records created in planning, coordinating, and directing an alcohol and drug abuse program		destroy after 3 years. AUTH: N1-AFU-90-3
47	NAF Standards of Conduct Files	correspondence, memoranda, and other records relating to code of ethics and standards of conduct		destroy when obsolete or superseded AUTH. N1-AFU-90-3
48	NAF Employee Awards Case Files	case files containing recommendations, approved nominations, memoranda, correspondence, reports, and related		destroy 2 years after close of year in which final action is taken. AUTH: N1-AFU-90-3

TABLE 34-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		handbooks pertaining to cash and noncash awards such as incentive awards, within grade merit increases, suggestions, and outstanding performance		
49	NAF Employee Awards - Other Agencies	correspondence or memoranda pertaining to awards from other government agencies or private organizations		destroy after 2 years. AUTH: N1-AFU-90-3
50	NAF Employee Awards - Length of Service/Sick Leave	length of service and sick leave awards file containing correspondence, memoranda, reports, computation of service and sick leave, and list of awardees		destroy after 1 year. AUTH: N1-AFU-90-3
51	NAF Commendations for Length of Service/Performance - Copies	copies of letters of commendation and appreciation recognizing length of service and retirement, and letters of appreciation and commendation for performance, excluding copies filed in the OPF		destroy after 2 years. AUTH: N1-AFU-90-3
52	NAF Incentive Awards Program Reports	reports pertaining to operation of the Incentive Awards Program		destroy after 3 years. AUTH: N1-AFU-90-3
53	NAF Grievance & Appeal Case Files	grievance and appeals files containing records originating in the review of grievance and appeals raised by Air Force NAF employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request		destroy 4 years after case is closed. AUTH: GRS1,Item30a
54	NAF Adverse Action Case Files	adverse action case files and related records created in reviewing an adverse action (disciplinary or nondisciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The files include a copy of the proposed adverse action with supporting documents; statements of witnesses, employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records, excluding letters of reprimand		destroy 4 years after case is closed AUTH: N1-AFU-90-3
55	NAF Labor	correspondence, memoranda, reports,	at office negotiating	destroy when

TABLE 34-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Management Relations - Negotiating Office	and other records relating to relationship between management and employee unions or other groups (see also table 36-31)	agreement	superseded, obsolete, or no longer needed for reference AUTH. N1-AFU-90-3
56	NAF Labor Management Relations - Other Office Copies	correspondence, memoranda, reports, and other records relating to relationship between management and employee unions or other groups (see also table 36-31)	at other offices	destroy when superseded or obsolete. AUTH N1-AFU-90-3
57	NAF Labor Arbitration	labor arbitration general and case files containing correspondence, forms, and background papers relating to labor arbitration cases		destroy 5 years after final resolution of case. AUTH: N1-AFU-90-3
58	NAF Employee Work Schedules	schedules showing the employee's tour of duty and records reflecting approval of uncommon tour of duty		destroy after 3 years AUTH: N1-AFU-90-3
59	NAF Federal Unemployment Compensation Data	forms used to furnish state employment security agencies payroll data of personnel paid from NAF, copies of ES 931 and other related data		destroy after 2 years. AUTH: N1-AFU-90-3
60	NAF Medical Data	cards, certificates, examination schedules and reports, and other related information required for such NAF employees as barbers, beauticians, food handlers, and similar services		destroy when superseded, or when individual is transferred from NAF services. AUTH: N1-AFU-90-3
61	NAF EEO Complaint Case Files - Record Copy	official discrimination complaint case files containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described by 5 CFR 713.222		destroy 4 years after resolution of case. AUTH: N1-AFU-90-3
62	NAF EEO Complaint Case Files - Duplicate	duplicate copies of complaint case files or records pertaining to case files retained in the official discrimination complaint case file		destroy 1 year after resolution of case AUTH: N1-AFU-90-3
63	NAF EEO Complaint Background Files	background files containing background records not filed in the official discrimination complaint case file		destroy 2 years after final resolution of case. AUTH: N1-AFU-90-3
64	NAF EEO Compliance Records	compliance records such as compliance review files that contain reviews, background papers, and correspondence relating to contractor employment practices		destroy after 7 years AUTH: N1-AFU-90-3
65	NAF EEO	EEO compliance reports		destroy after 3 years

TABLE 34-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Compliance Reports			AUTH: N1-AFU-90-3
66	NAF Employee Housing Requests	employee housing requests asking for assistance from the Air Force in housing matters, such as rental or purchase		destroy after 1 year. AUTH: N1-AFU-90-3
67	NAF EEO Employment Statistics	employment statistics files containing statistical information relating to race and sex		destroy after 5 years. AUTH: N1-AFU-90-3
68	NAF EEO General Files	EEO general files containing general correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, and the EEO Act of 1972, and any pertinent future legislation; and Air Force EEO committee meeting and records including minutes and reports		destroy after 3 years, or when superseded or obsolete, whichever is applicable. AUTH: N1-AFU-90-3
69	NAF EEO Affirmative Action Plan (AAP) - Consolidated	EEO Affirmative Action Plan (AAP)	consolidated AAPs	destroy 5 years from date of plan. AUTH. N1-AFU-90-3
70	NAF EEO Affirmative Action Plan (AAP) - Feeder Plan	EEO Affirmative Action Plan (AAP)	base feeder plan to consolidated AAPs	destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner. AUTH: N1- AFU-90-3
71	NAF Ladder Diagrams	forms used for each occupational group of positions		destroy when superseded or cancelled. AUTH N1- AFU-90-3
72	NAF Personal Injury Files	forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries whether or not a claim for compensation was made - excluding copies filed in the OPF and copies submitted to the Department of Labor		destroy after 5 years AUTH: N1-AFU-90-3
73	NAF Temporary Records Relating to Promotions	records relating to the promotion of an individual that document qualification standards, evaluation methods, selecting procedures, and evaluations of candidates - excluding any records that duplicate information in the promotion plan, in the OPF, or in other personnel records		destroy 2 years after the personnel action or after the action has been audited, whichever is sooner. AUTH: N1-AFU-90-3
74	NAF Training -	general file of Air Force-sponsored		destroy after 5 years of

TABLE 34-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	General File	training containing correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objective relating to the establishment and operation of training, courses and conferences		5 years after completion of specific training program AUTH. N1-AFU-90-3
75	NAF Training - Background/Working Papers	background and workpapers such as training schedules, attendance records, evaluations of specific courses and monthly summaries at training activities		destroy after 3 years AUTH. N1-AFU-90-3
76	NAF Training - Aids	training aids such as manuals, syllabuses, textbooks, and other training aids developed by the Air Force for NAF employees as well as training aids from other federal agencies or private institutions		destroy when obsolete or superseded. AUTH: N1-AFU-90-3
77	NAF Employee Training Records	employee training records such as correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs		destroy after 5 years or when superseded or obsolete whichever is sooner. AUTH: N1- AFU-90-3
78	NAF Training - Course Announcements	course announcement files containing reference files of pamphlets, notices, catalogs, and other records which provide information on courses or programs offered by government or nongovernment organizations		destroy when superseded or obsolete AUTH: N1-AFU-90-3
79	(RESERVED)(see note 13)			(RESERVED)
80	(RESERVED)(see note 14)			

NOTE(S):

1. On inactivation of the installation, notify the National Personnel Records Center, NPRC (CPR) of the closing date, name, and location of the installation assuming custody of the personnel records and individual earning records of NAF employees. If no installation is assuming custody, send records to the NPRC (CPR)

2. An exception to the authorized disposition is made for records: (requests for exception must be submitted through SAF/AIQ to NARA) a. Required in support of legal matters (i.e., claims, criminal, or other actions) Such record is disposed of after action is resolved and the specified retention period has elapsed. b. For which a foreign government law or agreement specifies a longer retention period c. For non-US employees whose countries have a unique requirement to warrant a longer retention, see AFI 37-138, table 3-1, note 1.

3. Transfer to the NPRC in any volume NPRC (CPR) will destroy 65 years after separation from Federal service. If re-employed during authorized retention period, forward folder to gaining activity upon request. When an employee is transferred to another NAF Instrumentality, transfer the folder directly to the gaining activity.

4. Supervisor's explanation, related records of circumstances or oral notice of proposed action affecting resignation will not be forwarded with the employee's OPF either to another federal agency or the NPRC

5. Retain folders of Turkish employees in Turkey after termination of employment until no longer needed to satisfy Turkish

legal requirements, then destroy. Retain folders of Filipino employees in the Philippines for 20 years after termination of employment, then destroy.

6 For employees covered by the NAF Automated System, send folder to NPRC (CPR) 30 days after separation.

7. Use table 36-26, rule 1 for Basic Program records reflecting basic delegation of authority (comments and coordination) and development of policies, procedures, and methods for conducting all phases of the NAF AF Civilian Personnel Administration Program.

8. See table 36-32 for other supervisor's/manager's personnel records not covered elsewhere in this schedule.

9. Use table 34-12, rules 21, 22, & 23 (as applicable) for Applications for Employment (for personnel accepted for employment), Accepted Offers, Referral for Consideration (DD Form 359)(for selected personnel), and Appraisals/Performance Ratings (CCPO copy) completed by managers/supervisors Use left side of OPF for Referral for Consideration and Appraisals/Performance Ratings

10. Use table 34-12, rules 18 or 18 01 (as applicable) for Referral for Consideration (DD Form 359)(for personnel not selected) and Declined Offers.

11. For records of NAF employees who have been separated and reemployed at another installation during authorized local period, transfer OPF to gaining CCPO upon request

12. Use table 34-12, rule 35 or 36 (as applicable) for inspections, audit, survey files, correspondence, memoranda, reports, and other records relating to inspections, surveys, desk audits, and evaluations related to position descriptions.

13. Use table 36-26 for evaluations/inspections (conducted by HQ USAF and MAJCOMs) of NAF personnel management and administration reports and significant related records

14. Use table 36-27 for records-pertaining to retired members of the uniformed service consisting of record of appointments and proposed appointments that were disapproved

15. Race and National Origin Identification (SF 181 and OPM Form 1468) may be retained temporarily until the data has been entered into the agency's system validity/corrective procedures have been completed, then the form must be destroyed

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a" and "b" do not apply to rule 67:

	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 34-13

NAF ADMINISTRATIVE MANAGEMENT RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Historical Files	a charter, articles of agreement or constitution and bylaws, minutes of meetings, agenda, policy directives, program authorizations and changes thereto, reports, studies, charts, maps, and correspondence relating thereto that provide a chronology of NAF programming and operations from the inception of an instrumentality through to the discontinuance of an activity or the dissolution of a fund	at the Air Force MWRA Board at HQ AFSVA	retire as permanent (See Note). AUTH: N1-AFU-86-4
1.01			at all other NAF activities	destroy 7 years after dissolution of NAF instrumentality. AUTH: N1-AFU-90-3
1.02		records in rule 1 that are changes to policy directives, program authorizations, and/or background and support papers		destroy when no longer needed AUTH: N1-AFU-90-3
2	inspection reports	inspections conducted by command requirements or as directed by higher authority		destroy on discontinuance of an activity, or fund, whichever is sooner. AUTH: N1-AFU-90-3
3	organizational charts	separate charts outlining in detail each segment of the NAF organization		
4		supporting data, pertinent changes, and related correspondence		destroy when no longer needed AUTH: N1-AFU-90-3

NOTE: Transfer to the National Archives in 5-year blocks when latest record 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 1

	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 34-14

NAF FINANCIAL MANAGEMENT

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	budgetary data	merchandise, payroll, profit/loss, cash flow, and capital expenditure budgets	at NAF Accounting Office (NAF AO) as a result of monthly, quarterly, or yearly budgeting practices	destroy after 5 years AUTH: N1-AFU-90-3
2		data on advanced approvals of expenditures for fixed assets, such as authorizations for improvements, additions to buildings, purchase and installation of equipment, etc.		
2.01		copies of documents described in rules 1 and 2	at NAF activities	
3	financial statements and reports	statements (including consolidated), reports of audit and of inspections	at preparing activities above base level	destroy after 5 years. AUTH: N1-AFU-90-3
4		monthly and quarterly statements and reports, with substantiating data	at preparing activities at base or unit level	destroy after 4 years. AUTH: N1-AFU-90-3
4.01			at other than preparing activities	destroy when no longer needed. AUTH: N1-AFU-90-3
5		working papers and other support data relating to statements and reports in rules 3 and 4		destroy when no longer needed AUTH: N1-AFU-90-3

TABLE 34-14

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6		informational copies of unit fund statements and reports, with related correspondence (including retained copies of preparing activity reports)	at other than preparing activities	
6.01		computer listings of command input comprised of edit, error, out-of-balance and discrepancy data used for internal processing	at HQ AFSVA	destroy after 4 months. AUTH: N1-AFU-90-3
6.02		monthly and quarterly consolidated command reports, such as statement of financial condition, statement of income and expense, NAF statement of employee census and other related data for all fund categories; e.g., welfare, membership, revenue producing and special funds	at HQ DFAS-DE and HQ AFSVA	destroy after 5 years AUTH: N1-AFU-90-3
7	claims	reports of incidents, supporting and background evidence, with related correspondence that reflect on the loss of funds, accidents, entries/omissions in official records, military disciplinary actions and/ or criminal actions		destroy 4 years after claim is settled or otherwise closed. AUTH: N1-AFU-90-3
8	board proceedings	reports, supporting data, and related correspondence that relate to NAF losses and investigations thereof		destroy after 3 years (EXCEPTION. when data is needed to support a claim, rule 7 applies). AUTH: N1-AFU-90-3
9	NAF custodian certificate	memorandum receipts of cash, other negotiable instruments, certificates of inventories of assets and liabilities assumed by a temporary replacement or successor custodian	with financial management officers	destroy 12 years after change of custodian AUTH: N1-AFU-90-3
9.01			at NAF activities	destroy 1 year after change of custodian AUTH: N1-AFU-90-3
10	insurance	property, group life, accident and health, theft, burglary/robbery, money and security, Workman's Compensation and Employer's Liability, Fidelity, required for protection of all NAF assets		destroy 4 years after expiration, discontinuance of the protection, or liquidation of the fund, whichever is sooner. AUTH: N1-AFU-90-3
11		control registers which provide a detailed record of all policies and self-insurance owed that are also used to		destroy after 2 years. AUTH: N1-AFU-90-3

TABLE 34-14

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
		compute the charges to be amortized each month		
12	loans and grants	requests for loan/grant, legal instruments (contract or agreement), and related control data used for control of payments made, balances due, etc		destroy 5 years after expiration, cancellation or termination of loan or grant. AUTH. N1-AFU-90-3
13	investments (government or government agency securities)	savings bonds, treasury notes, bills, bonds and certificates, and documents used to negotiate transfer, reissue, deposit, and for redemption of the securities used for control of payments made, balances due, etc.		destroy 5 years after transfer or liquidation of the security. AUTH: N1-AFU-90-3
14	general ledger	ledger sheets in accounting books of final entry		destroy after 6 years, 3 months AUTH: N1-AFU-90-3
15	journals, registers and ledgers	basic books of accounts wherein all classes of transactions are originally recorded general journals, cash receipts, journals, check registers (cash disbursement journals), voucher registers (accounts payable ledgers), recurring or closing journals, payroll journals		destroy after 3 years. AUTH. N1-AFU-90-3
15.01	Transaction Machine Cards and Listings	daily/monthly documents, including accounts receivable (credit balance, statements, delinquent accounts list, alphabetic sequence list), accounts payable (vendor list, abbreviated vendor list, released invoice list, vendor analysis report, cash requirements, aging report, vendor change register, distribution journal, voucher register), consolidated banking (cash reconciliation list, conversion list), general ledger (chart of accounts, accounting period list, reference code list, detail list by account, detail list by journal, year to date summary, report file list-opr/BS, budget summary report, list of assets), inventory (inventory master, file maintenance audit report, transaction journal, inventory status report, critical inventory, out of stock report, slow moving item report, control ledger report)		destroy 45 days after completing necessary reconciliations with pertinent records AUTH: N1-AFU-90-3
16	working funds	reports, bank checks (triplicate copy),	record copies at NAF	destroy after 4 years or

TABLE 34-14

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		petty cash vouchers (duplicate), and copies of bank deposit slips	AO reflecting all deposits, reimbursements, and a running balance of cash in the bank	on liquidation of the funds, provided a terminal audit is satisfied; if discrepancies are involved, see table 65- 3. AUTH: N1-AFU- 90-3
16.01			copies at preparing activities	destroy 120 days after month prepared. AUTH: N1-AFU-90-3
17	monthend working papers	records of bank Cash Management and Investment Program (CMIP) reconciliations, and other audit working papers used for detailing general ledger control account balances		destroy after 2 years. AUTH: N1-AFU-90-3
18	daily reports	reports of detail merchandise, cash, sales, food, service, etc., with sales slips, cash register tapes, register adjustment, charge, credit transfer, retail price change, cash receipt vouchers, and other related records	record copies reflecting in summary a report on cash and charge sales used to support entries on the consolidated daily report	destroy after 4 years, provided account is clear. AUTH: N1- AFU-90-3
18.01			all other copies	destroy 120 days after month prepared AUTH N1-AFU-90-3
19		consolidated daily reports	record copies used to support entries in cash receipts journals and for posting the subsidiary accounts receivable ledger	destroy after 3 years, provided account is clear. AUTH: N1- AFU-90-3
19.01			all other copies	destroy 120 days after month prepared. AUTH N1-AFU-90-3
20	(RESERVED)			(RESERVED)
21	accounts receivable	individual subsidiary records of amounts due the fund, and supporting documents	office of record copies reflecting merchandise sale on credit basis	destroy after 4 years, provided the account is clear. AUTH: N1- AFU-90-3
21.01			copies at using activities other than the office of record	destroy 120 days after month prepared. AUTH: N1-AFU-90-3
22	prepaid expense (deferred charge)	accounts control data used to determine charges to be amortized each month reflecting the balance of an expenditure carried forward to be		destroy after 2 years AUTH: N1-AFU-90-3

TABLE 34-14

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		written off in one or more following periods		
23	disbursements	checks, separate accounts payable vouchers with supporting purchase orders, receiving report invoices, petty cash vouchers that reflect on purchases of merchandise, supplies and services		destroy after 4 years. AUTH: N1-AFU-90-3
24		checks in payment of proceeds of loans or other receivables		destroy when loans or receivables are closed. AUTH: N1-AFU-90-3
25	open mess guest checks	copy of guest check that reflects on food and beverage items purchased or charged by member or guest		see table 34-6. AUTH: N1-AFU-90-3
25.01		copy of guest check that reflects on package liquor sales		
26		kitchen copy of guest check		
27	bingo	signature sheets and other pertinent data	record copies reflecting prizes awarded and related transactions	destroy after 2 years. AUTH: N1-AFU-90-3
27.01			all other copies	destroy 120 days after month prepared. AUTH: N1-AFU-90-3
28	machine reports	vending and amusement machine reports, reimbursement slips, slot machine jackpot receipts	record copies reflecting incomes from various machines	destroy after 2 years. AUTH: N1-AFU-90-3
28.01			all other copies	destroy 120 days after month prepared. AUTH: N1-AFU-90-3
29	collection	cash collection receipts	record copies reflecting collection of NAF membership dues, concession income and related collections	destroy after 4 years. AUTH: N1-AFU-90-3
29.01			all other copies	destroy 120 days after month prepared AUTH: N1-AFU-90-3
30		receipt books and duplicate receipts	record copies	destroy after 1 year. AUTH: N1-AFU-90-3
30.01			all other copies	destroy 120 days after month prepared. AUTH: N1-AFU-90-3
31		accounts control records	record copies	destroy 4 years after NAF membership is cancelled or otherwise terminated, provided the account is clear.

TABLE 34-14

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
31.01			all other copies	AUTH: N1-AFU-90-3 destroy 120 days after NAF membership is cancelled or otherwise terminated, provided the account is clear. AUTH: N1-AFU-90-3
32	theater accounts	film inspection reports, financial statements, payroll vouchers, reconciliation of receipts and tickets, cashier reports, admission ticket accounts, attendance rosters, paid/free admission, cash/disbursement books, bank statements, and cancelled checks		destroy after 2 years. AUTH: N1-AFU-90-3
33	book department data	financial statements, certificates of inventories and other data pertaining to internal/external transactions (Air Force/other government agencies reflect the procurement and resale of books		destroy after 4 years (EXCEPTION: destroy records required for support of any claim, criminal or other action, when action is resolved, provided the retention period has elapsed). AUTH: N1-AFU-90-3
34	(RESERVED)			(RESERVED)
35	control records on accountable coupons, tokens, chits, etc	control logs, registers and destruction certificates used to control this type of credit system		destroy after 2 years. AUTH: N1-AFU-90-3
36	hospital fund accounts	ledgers, journals, council books, cash/disbursement receipts, financial statements, cash vouchers, vendors invoices, contracts and purchase orders that reflect on the administration of activities financed by central and individual hospital funds		destroy after 4 years (EXCEPTION: destroy records required for support of any claim-criminal or other action-when action is resolved, provided the retention period has elapsed) AUTH: N1-AFU-90-3
37		property records		destroy after related property is disposed of (EXCEPTION: destroy records required for support of any claim, criminal or other action, when action is resolved, provided the retention period has elapsed). AUTH: N1-

TABLE 34-14

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				AFU-90-3
38	Individual Earning Data	records of wage payments subject to taxes, containing the amounts, dates, name, address and occupation of employee, period of employment, social security data, quarterly and annual tax returns filed, and the dates and amount of tax money deposits	record copies	destroy 4 years after year wages are paid For exceptions see note 4. AUTH. GRS2,ITEM18c
38.01	Individual Pay Records	individual pay records, forms or mechanized listings in lieu thereof, used to record information concerning all earnings, deductions and adjustments made to each employee's pay during a calendar year		send to NPRC (CPR) when records are 3 payroll years old, whether audited or unaudited, where they are eligible for destruction 56 years after date of last entry or with personnel folder (See Notes 1 and 2). AUTH: GRS2,ITEM1
38.02	Individual Earning Data/Pay Records - Copies		not record copies	destroy 90 days after month prepared. AUTH: NC1-AFU-79- 35
39	individual earning data	employees withholding exemption certificates (W4s)		retain as long as in effect and for 4 additional years; and destroy (EXCEPTION: for Army and Air Force Motion Picture Service (AAFMPs), see note 3). AUTH. N1-AFU- 90-3
39.01	NAF Individual Attendance and Overtime	payroll preparation and processing copies		destroy after GAO audit or when 6 years old, whichever is sooner (see notes 2 and 6) AUTH: GRS2,Item3a(1)
39.02	NAF Individual Attendance and Overtime - Other Copies			destroy 6 months after end of pay period (see notes 2 and 6). AUTH: GRS2,Item3a(2)
39.03	NAF Flexitime Attendance	supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime system		destroy after GAO audit or when 3 years old, whichever is sooner (see notes 2 and 7) AUTH:

TABLE 34-14

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				GRS2,Item3b
40	unit funds	requests for funds (cash disbursements), receiving reports, invoices, minutes of council meetings, other funding data, and related correspondence	at squadrons or below for on-base activities, Reserve components, and for isolated units administered by a NAF AO	destroy when notified by NAF AO that account is in balance. AUTH: N1-AFU-90-3
41		purchase orders, charge purchase register, vouchers, cash control records, other funding supplementary data, and related correspondence	at squadrons or below or at unit fund custodians who are authorized separate accounting by MAJCOMs	apply disposition instructions in table 34-14 across the board, as appropriate (EXCEPTION: where volume is small, records may be retained intact until 4 years after close of FY in which funds were allocated; and destroy) AUTH: N1-AFU-90-3
42	minutes of meetings	minutes serving for control of fund expenditures (not a duplication of minutes covered elsewhere in this regulation)	held by fund custodians	destroy with related accounting records AUTH: N1-AFU-90-3
43	packaged alcoholic beverage sales slips	sales slips/purchase register	at alcoholic beverage outlets	see table 34-5. AUTH: N1-AFU-90-3
43.01	sales slip book log	sales slip book logs used to record the issue, use and destruction of sales slips		
44	(RESERVED) (see note 5)			(RESERVED)
44.01				
44.02				
44.03				
44.04				
44.05				
44.06				
44.07				
45	collection sheets and fee registers	bowling lane score sheets		destroy after 1 month AUTH: N1-AFU-90-3
46		field ration mess supplemental service charge collection sheets	record copies	destroy after 2 years AUTH: N1-AFU-90-3
46.01			all other copies	destroy 120 days after month prepared. AUTH: N1-AFU-90-3
47		golf course fee registers, swimming lessons and pool registers, etc.	record copies	destroy after 2 years. AUTH: N1-AFU-90-3
47.01			all other copies	destroy 120 days after month prepared. AUTH: N1-AFU-90-3

TABLE 34-14

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
18	other supporting documents required for audit/inspection	documents that may not be included in specific detail in rules 1 through 47, providing detailed transaction breakdown in support of vouchers or accounting entries (maintained with the voucher or as a separate reference collection), debit or credit advice, fund allocation authorization certified excerpts of council actions; board of officers' actions; inventory adjustments, legal records of establishment or cancellation of claims; other necessary authorization in support of accounting entries		destroy after 3 years, provided related accounts have been audited or inspected or otherwise cleared for disposal. AUTH: N1-AFU-90-3

NOTE(S):

1. In shipping records to the records center, include copies of pay or leave records which were forwarded for use in settlement of claims (If during the payroll year, a change is made from machine to manual posting or vice versa, interfile the forms used without regard to the difference in size. Making an adding machine tape of the yearly total of net payments. Tape total must equal the net pay total for year shown on the payroll control register. The tape is retained by the civilian pay area and disposed of with the related payroll register.) Pack records for shipment as stated in chapter 7. List the name and location of all bases, stations, etc., other than parent organization, for which civilian payroll services were performed during the period covered by the records being shipped.
2. At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with this table.
3. For original W4s at HQ AAFMPS, retain as long as in effect; destroy after 4 additional years. For duplicate W4s in theater files, retain as long as in effect or until employee is separated, then destroy.
4. For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.
5. For Chaplain Funds, records pertaining to administration of chaplain funds, see table 52-1.
6. At supervisory, approval authority, or administrative levels, documents may be retained in office until eligible for destruction.
7. Variable and flexitime records are held at supervisor's operating area until eligible for destruction.

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 34-15

NAF REAL PROPERTY MANAGEMENT RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	title papers	deeds, court orders, land survey notes, maps, land title opinions, abstracts of certificates of title, and other evidences of title, including purchase contracts, agreements, court proceedings and judgments entries, documents of payments, additional land descriptions, with related correspondence that document the acquisition of property by purchase, donation, condemnation, exchange, and other such actions		destroy 10 years after unconditional sale or release of conditions, restrictions, mortgages, or other closure, termination, or cancellation of agreement. AUTH: N1-AFU-90-3
2	property accountable data	individual property cards or ledger sheets showing original costs, major improvement, depreciation, and other data, with supporting project estimates, justifications, transfer vouchers, receiving reports, and correspondence essential to the utilization of fixed assets or physical property, which shall remain with the property		transfer with property on jurisdictional transfer or return of property to local (CONUS) or foreign (overseas) government control. AUTH: N1-AFU-90-3
3		records in rule 2 that relates to buildings or equipment which is disposed of by lease termination, demolition, or salvage		destroy 5 years after related property or equipment is disposed of, provided any needed corrective action is accomplished per table 65-3. AUTH: N1-AFU-90-3
3.01		monthly/quarterly property listings	originals at NAF AO	destroy after 2 years AUTH: N1-AFU-90-3
3.02			copies at NAF activities	destroy when next listing is determined accurate AUTH: N1-AFU-90-3
3.03			work copies at NAF AO and used for other than inventory	destroy on receipt of next listing. AUTH: N1-AFU-90-3
3.04			at NAF AO and used for annual disinterested party inventory, and inventory team work papers	destroy after completion and approval of next inventory. AUTH: N1-AFU-90-3

TABLE 34-15

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	excess and surplus property	correspondence, reports, vouchers and attached supporting data, stock records cards, turn-in slips, shipping records that reflect status of all transfers, donations, or disposals of property		destroy after 5 years, provided any needed corrective action is accomplished per table 65-3. AUTH. N1-AFU-90-3
5	property/equipment control	requisitions, issue slips (receipt records), other control data, and related correspondence that serve to monitor requests for issuance or return of properties		destroy on return of properties, or when superseded by a later receipt or signed inventory listing AUTH N1-AFU-90-3
6	(RESERVED) (see note)			(RESERVED)

NOTE: For Chaplains' Nonexpendable Property records and related data, see table 52-1.

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

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

TABLE 34-16

NAF PROCUREMENT RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	individual case files	bids, contracts, modifications, or change orders, with other contractual instruments, supporting data, and related correspondence pertaining to the procurement of supplies, equipment, and services that include contracts for construction, modifications of facilities, and other services, except concessionaire services		see table 64-1. AUTH: N1-AFU-90-3
2	invitations for bids	bids, abstracts for bids, and other data, with related correspondence pertaining to procurement by formal advertising and requests for proposals when made by negotiation	successful bids	forward for inclusion in individual case file (see rule 1). AUTH: N1-AFU-90-3
3			unsuccessful bids (no award made)	destroy after 3 years. AUTH: N1-AFU-90-3
4	individual vendor files	catalogs, brochures, and miscellaneous material indicating supplies and services offered by each vendor; correspondence regarding changes of address, mailing lists, and comparable records		destroy when superseded, obsolete, no longer needed, when vendor is removed from list of suppliers, or on inactivation of the activity, whichever is sooner. AUTH: N1-AFU-90-3
5	concessionaires	approved applications from prospective concessionaires		forward for inclusion in case file (see rule 7). AUTH: N1-AFU-90-3
6		disapproved applications from prospective concessionaires		destroy when service is considered undesirable. AUTH: N1-AFU-90-3
7		case files containing approved applications, agreements, financial statements, certificates of insurance, data on installation of equipment, fixtures, that reflect on various independent concessions, such as barber and beauty shops, news stands, etc		destroy 4 years after termination or cancellation of the agreement. AUTH: N1-AFU-90-3
8		letters of complaint, notices of noncompliance with the agreement, reports of violations of fire, sanitation, security, traffic regulations that reflect on various independent concessions, such as barber and beauty shops, news stands, etc		destroy 1 year after termination of agreement. 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 34-17

NAF SUPPLY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	merchandise stock	a perpetual inventory comprised of forms and cards showing, by item, the receipt, issue, balance on hand, and unit cost placed in an inactive file when stock reaches a zero balance and is not to be restocked, or when balances are transferred to a new card or form		destroy inactive file after 2 years. AUTH: N1-AFU-90-3
2	food and services	monthly inventory sheets		destroy after 2 years. AUTH: N1-AFU-90-3
3	theater equipment	consolidated property records, such as shipping records, receiving reports, registers of vouchers, related records, and reports of the receipt, issue, and transfer of each item of nonexpendable sound projection and theater equipment		destroy 1 year after receipt of new consolidated property record. AUTH: N1-AFU-90-3
4	requisitions	originals of requests for merchandise for central or comparable storerooms		destroy after 2 years. AUTH: N1-AFU-90-3
5		copies of above		destroy after 2 months AUTH: N1-AFU-90-3
6	vouchers	originals of merchandise transfers or adjustment accountability vouchers		destroy after 2 years. AUTH: N1-AFU-90-3
7		copies of above		destroy after 2 months AUTH: N1-AFU-90-3
8	applications	letters of application for bulk supplies		destroy after 1 year AUTH: N1-AFU-90-3
9	ration cards and coupons	certificates covering the destruction of used and unused cards and coupons		destroy after 2 years. AUTH: N1-AFU-90-3
10		certificates or affidavits concerning the loss of cards		
11		control registers		
12		unused obsolete, mutilated, or terminated ration cards/coupons issued to military and civilian personnel for use in military exchanges to ration selected items		
13	Japan Central Exchange	sales slips reflecting on Chinese-type merchandise		destroy 3 years after date of sale 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 34-18

NAF RECREATIONAL SERVICES RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	publicity	monthly schedules of activities, informational bulletins, leaflets, and related published data that reflect on NAF club activities or other recreation programs		destroy when no longer needed. AUTH: N1-AFU-90-3
2	membership	applications for membership, related correspondence, issuance of member cards or plates, letters of resignation, indefinite suspensions that reflect on membership, privileges of swimming pools, golf courses, etc		destroy 1 year after termination of membership. AUTH: N1-AFU-90-3
3		control registers		destroy 2 years after final entry. AUTH: N1-AFU-90-3
4	billeting accommodations	bed cards or registration cards and receipts used in lieu of bed cards that pertain to visiting officer quarters (VOQs) and transient airman quarters (TAQs)		see table 32-21. AUTH: N1-AFU-90-3
5		accommodations records for room or bed occupancy controls that pertain to VOQs and TAQs		
6	theater	authorizations for working balances, motion picture schedules, employment of personnel, and related data		destroy when superseded, obsolete, or cancelled. AUTH: N1-AFU-90-3
7		operational data pertaining to presentation of programs, cancellation of showings, and related data		destroy after 2 years. AUTH: N1-AFU-90-3
8	(RESERVED)			(RESERVED)
9				
10				

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

35. Public Affairs. These tables cover records relating to policies and procedures for internal information and community relations programs; and information and advice regarding an internal information effort which will inform and motivate Air Force personnel, maintain liaison with public news media, promote public understanding of Air Force activities, and develop and maintain cooperation between the AF and the community.

TABLE 35-1
PUBLIC AFFAIRS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
1	public affairs releases	public affairs releases to news media, including statistical reports, data sheets, news releases, speeches, scripts, briefings, answers to queries, photographs, slides, motion pictures, videotapes, background material, clippings, audio recordings, and public service radio programs	copies other than file copies	destroy when no longer needed AUTH: N1-AFU-90-3
1.01			originals or official file copies on any subject which are determined by the Public Affairs Officer to be routine or having no lasting or only temporary significance to the unit's mission, policies, or status	destroy after 1 year AUTH: N1-AFU-90-3
2			originals or official file copies which are determined by the Public Affairs Officer to be of lasting significance in relation to the unit's mission, policies, status and all original releases of the Office of Public Affairs (SAF/PA)	retire as permanent (See Note 5). AUTH: NC1-AFU-78-1 (GRS 14/1b(1))
2.01	recruiting hometown news releases	releases to local news media for enlistments in the delayed enlistment program and enlistment or commissioning into the USAF		destroy after 3 months. AUTH. N1-AFU-90-3
3	biographical files	biographical sketches, photographs, news clippings, and related correspondence reflecting on the careers of AF members (military and civilian) who have performed outstanding services for the AF	for members transferring from one AF installation to another	forward to gaining activity on transfer of individual AUTH: N1-AFU-90-3
4			for civilians who transfer to another government agency or separate from the AF (except for those covered by rule 6)	destroy on separation of individual from the AF. AUTH. N1-AFU-90-3

TABLE 35-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5			at SAF/PA	transfer files to HQ USAF OPR on separation from the AF. AUTH: N1-AFU-90-3
6			at HQ AFSINC for retired general officers and appointed officials (See Note 1)	retire as permanent (See Note 2). AUTH: NC1-AFU-83-86
7			at MAJCOMs for VIP civilians	destroy on separation of individual from the AF. AUTH: N1-AFU-90-3
7.01			at MAJCOMs and below for active duty and retired general officers	destroy when no longer needed. AUTH: N1- AFU-90-3
8			(RESERVED)	(RESERVED)
9			all files other than rules 3 through 7.1	destroy 5 years after separation of individual from the AF, or when no longer needed (See Note 3). AUTH: N1- AFU-90-3
10	special events planning	correspondence, minutes of meetings, photographs, plans, layouts, drawings, manpower requirements, progress reports, and similar records used in planning military ceremonies, retirements, funerals, dedications, special holidays, parades, etc.		destroy after 4 years, or when no longer needed, whichever is sooner AUTH: N1-AFU-90-3
11	public affairs offices files of hometown news releases	hometown news release data, with background or supporting materials and related correspondence		destroy when no longer needed or send to gaining installation public affairs office if news is of sufficient interest. AUTH: N1- AFU-90-3
12	card index file	names, dates and news subjects of each news release form forwarded to Home Town News Center	at public affairs offices	destroy after 1 year. AUTH: N1-AFU-90-3
12.01	log books			destroy when no longer needed. AUTH: N1- AFU-90-3
13	speakers bureau files	biographical data, 8" x 10" glossy photograph, type of organization and events for which speaker is best suited, subject matter he is best qualified to present, and record of speeches and		destroy when individual is separated from the AF, or send to gaining activity on transfer of individual

TABLE 35-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		public appearances made		AUTH: N1-AFU-90-3
14	AF newspapers and news periodicals	record sets published under 35-series	produced at any level by or through public affairs offices	destroy when no longer needed or on inactivation of the organization for which published (See Notes 6 and 7) AUTH: N1-AFU-90-3
15		copies		see table 37-14. AUTH: N1-AFU-90-3
16	national scouting organizations	scouting project officer's monthly summary of installation's activity in the program	at installation and regional levels	destroy after 2 years. AUTH: N1-AFU-90-3
17		(RESERVED)		(RESERVED)
18		scouting liaison officer's monthly narrative and statistical reports summarizing regional participation in the program	at regional and director, USAF scouting levels	destroy after 2 years AUTH: N1-AFU-90-3
19		scouting liaison officer's annual report and operating plan of activities in each region, including budget data		destroy after 10 years AUTH: N1-AFU-90-3
20	politico-military matters			see table 51-1. AUTH: N1-AFU-90-3
21	itineraries of visits	messages, correspondence and form records maintained by "visitors bureaus" to monitor visits by US citizens to overseas areas		destroy 1 year after completion of visit. AUTH: N1-AFU-90-3
22	basic public affairs records	letters, messages and other documentation denoting policies, procedures and guidance		destroy when policies, procedures or guidance are superseded or no longer current AUTH: N1-AFU-90-3
23	distinguished visitor program documentation	messages and other correspondence, guest lists, invitations, schedules, airlift requests, authority to use commercial airports, etc.		destroy when no longer needed AUTH: N1-AFU-90-3
24	public affairs program reference and guidance material	correspondence, news clips, biographies, brochures, schedules, prior releases, releasable statements, and data on organizations, plans, programs, equipment, tactics, techniques, capability, etc.		
25	news media visitor documentation	messages and other correspondence, guests lists, invitations, schedules, results of visits		destroy after 1 year. AUTH: N1-AFU-90-3
25.01		after action reports, summaries, clippings, and evaluation comments		destroy when no longer needed. AUTH: N1-AFU-90-3

TABLE 35-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
26	exhibit case files	information on the development, acquisition and use of AF exhibits for public display	at AF Orientation Group	destroy when exhibit is refurbished or retired, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
27	publications of the News Clipping and Analysis Service	publications such as Current News, Supplemental Clips, Equal Opportunity Current News, Radio-TV Defense Dialog, Selected Statements, Foreign Media Edition of Current News, and Friday Review of Defense Literature	at SAF/AAR	retire as permanent (See Note 4). AUTH: NC1-AFU-82-57
28	news clipping collection	news clippings taken from newspapers, periodicals, and the wire services	paper copy at SAF/AAR	donate to the Library of Congress when no longer needed. AUTH: N1-AFU-90-3
29			microfilm copy at SAF/AAR	transfer it as nonrecord reference material to the NARA Military Archives Division when no longer needed. AUTH: N1-AFU-90-3

NOTE(S):

1. Appointed officials consist of the Secretary of the AF, the Under Secretary, Assistant Secretaries and the Chief Scientist.
2. Transfer to the National Archives in 10-year blocks when latest document is 25 years old.
3. These records are not authorized for retirement to federal records centers.
4. Transfer publications dated before 1982 to National Archives in 10-year blocks when the most recent publications are 30 years old. Transfer publications dated 1982 and later to National Archives in 10-year blocks when the most recent publications are 5 years old.
5. Transfer to the National Archives in 5-year blocks when latest record is 20 years old.
6. On inactivation, Air Force newspapers and news periodicals may be presented to a local library, college or other public activity on request. See AFI 37-138, paragraph 3 7.1 for transfer rules.
7. See table 37-7 for record sets of Air Force periodicals.

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 rules 2, 6, and 27.

	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 35-2
HOME TOWN NEWS CENTER RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	home town news center data	master media case files of the various news media (newspapers, radio stations) which participate in servicing releases of hometown news		disposition pending AUTH. Unscheduled
2		card index for control of rule 1 records		interfile cards in their related master media case folders. AUTH: N1-AFU-90-3
3		media marker records of code listings for classifying the news releases of various news media		destroy when superseded or no longer needed AUTH: N1-AFU-90-3
4		news release guides used for developing news items and feature story releases		
5		statistical data, tabulations, summaries, and related reports reflecting the type and quantity of work accomplished		destroy after 1 year. AUTH: N1-AFU-90-3
6		copies of activity and effectiveness reports		
7		radio and TV interview data, and related interview tapes	originals	return to originating activity. AUTH: N1-AFU-90-3
8			copies	destroy 3 months after release of the interview tape to the hometown news media, or 1 month after the original interview tape is killed, whichever is applicable. AUTH: N1-AFU-90-3
9		card index of the TV stations in each state, used as a control reference of their coverage		destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
10		biographical files consisting of home town news releases and biographical data, attached photos, negatives or prints and other pertinent data		destroy 2 months after date of release to the home town media for publication. AUTH: N1-AFU-90-3

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 1:

	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 35-3

AMERICAN FORCES RADIO AND TELEVISION (AFRT) RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	negotiations and conflicts of AFRT operations	talks, frequency limitations, civilian boundary disputes, and background information on setting up AFRT	at local AFRT facilities	destroy 2 years after inactivation of unit AUTH: N1-AFU-90-3
2	authorization to operate	frequencies granted, emergency frequencies and call signs		
3	public affairs internal information programs	broadcasting policies		destroy after a new policy of the same subject is made AUTH: N1-AFU-90-3
4	operation of AFRT	operational instructions		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
5	recorded discs or magnetic tapes	records of discs or magnetic tapes		destroy after 1 year or when no longer needed, whichever is sooner AUTH: N1-AFU-90-3
6	program restriction files	records pertaining to the establishment/removal of program restrictions imposed by the television industry	at broadcasting units in overseas areas	destroy when superseded or on inactivation of unit 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 37-1

ADMINISTRATIVE SYSTEMS MANAGEMENT

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	administrative systems studies	approved administrative systems study proposals	at HQ USAF and MAJCOM approving authorities	destroy 1 year after system terminated or when no longer needed for reference, whichever is later. AUTH: N1-AFU-90-3
2			at other activities	destroy when system is terminated AUTH. N1-AFU-90-3
3		disapproved proposals		destroy 1 year after disapproval. AUTH. N1-AFU-90-3
4		data collection material such as typing logs, time studies, interviews, questionnaires, computer printouts and related records		destroy 3 months after approval/disapproval of proposal or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

TABLE 37-1
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	Information Management Workload Reports, computer graphs and reports	statistical information pertaining to trend analysis, man-hours/manpower earned and work loads for IM Functional Account Codes (FAC) 11XX, consolidated by base Plans and Programs function (IMX), local Management Engineering Team (MET) and MAJCOM/IM (computer generated product and AF Form 1)	at MAJCOM/IMX, base IMX and MET	destroy when records are 3 years old or when all management actions are completed, whichever is later AUTH. N1-AFU-89-28
6	Source documents other than those described in Rule 5	source documents (i.e., forms from which data is extracted, working papers, etc.)	at MAJCOM/IMX, base IMX, MET or functional units	destroy after 1 year. AUTH. N1-AFU-89-28
7	Reports control files	case files maintained for each Air Force report created or proposed, including public use reports, consisting of clearance forms, including SF 83, RCS reports, including AF Form 130, and Interagency reports; pertinent forms or descriptions of format, authorizing directives; preparation instructions; and records relating to the evaluation, continuation, revision, and discontinuance of reporting requirements		destroy 2 years after the report is discontinued AUTH: GRS16,ITEM6
8	Information Collection Budget Files	reports required by the OMB under the Paperwork Reduction Act of the number of hours the public spends fulfilling Air Force reporting requirements, including associated feeder reports, reports exhibits, correspondence, directives, and statistical compilations		destroy after 7 years AUTH. GRS16,ITEM12
9	Feasibility studies	studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications Studies and system analyses for the initial establishment and major changes of these systems Such studies typically include a consideration of the alternatives of the proposed system and a cost/benefit analysis of the improved efficiency and effectiveness to be expected from the proposed system		destroy 5 years after completion or cancellation of the study. AUTH: GRS16,ITEM9

TABLE 37-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
10	Studies, Analyses, and Summaries	formal management analyses, studies and summaries that measure and evaluate Air Force performance in carrying out its substantive mission responsibilities (methods of analyzing management in terms of principal missions or organizational objectives; developing standard to evaluate performance, providing planning factors; isolating problem areas to facilitate command decisions; insuring economical use of AF resources) but excluding management analyses, studies and summaries covered elsewhere in this regulation, such as office management studies and feasibility studies for information management technology and equipment	accumulated at functional staff offices having primary responsibility for managing the program or system	retire as permanent (transfer to National Archives when 25 years old) AUTH NC1-AFU-80-50

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 10.

	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 37-2

ADMINISTRATION OF POSTAL ACCOUNTS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	money orders	PS Form (PS) 6019, Military Post Office (MPO) Report of Money Order Business, and supporting records	at postal activities	destroy after 2 years (EXCEPTION: destroy verification copy after verification or completion of corrective action). AUTH: N1-AFU-90-3
2		records of money order forms and fund transactions-- (DD) Form (DD) 885, Money Order Control Record, PS 6990, Invoice Money Order Form; PS Form 17, Stamp Requisition used to requisition money orders		destroy after 2 years AUTH: N1-AFU-90-3
3	stamp stock	PS 17, Stamp Requisition	custodian of postal effects' (COPE) copies at postal activities	destroy after 6 months AUTH: N1-AFU-90-3
4			window clerk's copies at postal activities	destroy upon completion of next audit. AUTH: N1-AFU-90-3

TABLE 37-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4.01	commercial mail stamps		official mail activities	destroy after 6 months. AUTH: N1-AFU-90-3
5		PS 3295, Daily Record of Stamps, Stamped Paper and Nonpostal Stamps Issued and Received, PS 3958, Main Stock Transaction Record	at postal activities	destroy 1 year after completion of form AUTH: N1-AFU-90-3
6		PS 3220, Claim for Stamped Envelope Discount		destroy when credit is received from source of supply. AUTH: N1-AFU-90-3
7	unit stamp and money order purchases	DD 1118, Unit Mail Clerk's Receipts for Funds and Purchase Record	at unit mail room	destroy 90 days after transaction completed. AUTH: N1-AFU-90-3
8	official postage meter licenses	PS Form 3601-A, License to Use Postage Meters	at offices using official postage meters	forward terminated license to US Postal Service (USPS) AUTH: N1-AFU-90-3
8.01		copies of PS Form 3601-A, License to Use Postage Meter, maintained for monitoring purposes	at postal activities	destroy when postage meters are terminated AUTH: N1-AFU-90-3
9	(RESERVED)			(RESERVED)
10	postage meter operations (not covered in rule 14)	PS 3602-PO, Report of Meter Setting, and supporting records	at postal activities and offices using official postage meters	destroy 2 years after form completed. AUTH: N1-AFU-90-3
11		PS 3602-A, Daily Record of Meter Register Readings, PS 3603, Receipt for Postage Meter Settings; PS 3604, Nonuse of Mailing Permit/Meter License; PS 3610, Record of Postage Meter Settings, PS 3533, Application and Voucher for Refund of Postage and Fees PS 3633-G, Daily Activity Recap for Official Mail; PS 3635-G, Postage and Fee Adjustment for Official Mail		destroy 2 years after date of final entry. AUTH: N1-AFU-90-3
12	permit imprint mailing statements	PS 3602, Statement of Mailing With Permit Imprints, PS 3602-PC, Statement of Mailing Bulk Rates; PS 3605, Statement of Mailing Bulk Zone Rate	at official mail activities	destroy 1 year after date of mailing. AUTH: N1-AFU-90-3
13	daily financial report	PS 1412-B, Daily Financial Report and supporting records	at postal activities	destroy after 2 years AUTH: N1-AFU-90-3
14	postage expenditure reports	AF Form 3536, Quarterly Air Force Postal Expenditure Report	at official mail activities, MAJCOM/FOA/DRU and SAF/AAIQ	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
15	audits	audit summary--DD 2259, Report of	at COPE at postal	destroy after 6 months

TABLE 37-2
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
16		Audit of Postal Accounts	activities at window clerk at postal activities	AUTH: N1-AFU-90-3 destroy upon completion of next audit. AUTH N1-AFU-90-3
17		audit record--PS 3368, Stamp Credit Examination Record	at postal activities	destroy 1 year after account is withdrawn AUTH: N1-AFU-90-3
18		fixed credit receipts	PS 3369, Stamp Credit Receipt	
19	financial adjustment memorandum (FAM)	PS Form 1908, letters or memos used to identify/correct postage meter, money order, or stamp stock financial accounts/transactions	at postal activities	destroy after 2 years AUTH: N1-AFU-88-36
20			at monitoring activities	destroy after 1 year. AUTH: N1-AFU-88-36
21			PS Form 1098 and letters for dishonored personal checks and other supporting records	

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 37-3

MAIL ACCEPTANCE AND DELIVERY

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	appointment of unit mail clerk or mail orderly	DD 285, Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly	at postal activities, unit mail rooms and official mail activities	destroy 2 years after cancellation. AUTH: N1-AFU-90-3
2		DD 2260, Unit Mail Clerk/Orderly Designation Log		destroy 2 years after last entry on log has been revoked. AUTH. N1-AFU-90-3

TABLE 37-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	dispatch and delivery receipts on accountable mail	PS 3800, Receipt for Certified Mail; PS 3806, Receipt for Registered Mail; PS 3849A, Delivery Notice or Receipt; PS 3849B, Delivery Reminder or Receipt; PS 3850, Record of Delivery; Registered, Numbered Insured, Certified and COD Mail; PS 3854, Manifold Registry Dispatch Book; PS 3877, Firm Mailing Book for Registered, Insured, COD, Certified, and Express Mail; PS 3883, Firm Delivery Book-Registered, Certified and Numbered Insured Mail; DD 1384, Transportation Control and Movement Document		destroy after 2 years (See Note). AUTH: N1-AFU-90-3
4	mail call or hours of collection notices	DD 1115, Mailroom; USPS Label 55, Mail Collection Times		destroy when new forms are posted. AUTH: N1-AFU-90-3
5	postal directory	directory cards on persons assigned Postal Service Center (PSC) postal receptacles or authorized to receive mail through general delivery		destroy 1 year after permanently assigned personnel depart, or 3 months after transient personnel depart. AUTH: N1-AFU-90-3
5.01			customers' copies	if not covered elsewhere in this regulation, destroy 2 years after forms listed thereon have been issued or otherwise accounted for. AUTH: N1-AFU-90-3
6	mail seizure reports	records pertaining to the seizure of mail	at postal activities	destroy after 1 year. AUTH: N1-AFU-90-3
7	mail covers	records, including reports, resulting from mail covers	at investigative agency	destroy after 8 years. AUTH: N1-AFU-90-3
7.01		approval/request letters from investigative agency	at postal activities	destroy after 1 year. AUTH: N1-AFU-90-3
8	change of address	new mailing address information	at PSCs	destroy when no longer needed. AUTH: N1-AFU-90-3
9	mail change notice	DD 2258, Temporary Mail Disposition Instructions		
10	issuing postal receptacles	DD 2262, Receptacle Record	at PSCs or unit mail rooms	destroy after recording first entry on a new form, indicating box reissued. AUTH: N1-AFU-90-3
11	status of PSC customers	notifications to units	at PSCs	destroy when no longer needed. AUTH: N1-AFU-90-3
12	standing delivery	PS 3801, Standing Delivery Order		destroy 2 years after

TABLE 37-3

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
	order			cancellation. AUTH: N1-AFU-90-3
13	recall of mail	PS 1509, Senders Application for Recall of Mail	at postal activities	destroy after 1 year. AUTH: N1-AFU-90-3
14	accountable container receipts	receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution, and in pouches or other consolidated mailings	at postal activities, originating offices, and official mail activities	destroy after 2 years when used as a receipt by the Base. Information Transfer System, APOs, distribution office or other messenger. (EXCEPTION: destroy suspense copy of receipt after return of signed receipt). AUTH: N1-AFU-90-3
15		unsigned duplicate copies used for tracer and control purposes		destroy after 90 days or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
16	Application for Registration or Certification of Official Mail	AF Form 627 or PS Form 3877 used to obtain a receipt for sealed accountable containers being dispatched via registered mail	at originating offices and official mail activities	destroy after 2 years. AUTH: N1-AFU-90-3
17		AF Form 627 or PS Form 3877 used to obtain a receipt for sealed accountable containers being dispatched via other than registered mail		destroy after 1 year. AUTH: N1-AFU-90-3
18		AF Form 627 used in place of an accountable container receipt		destroy on return of signed document receipt. AUTH: N1-AFU-90-3
19	weapons system pouch (WSP) service	correspondence, including letters of authority, to establish and discontinue WSP service	at MAJCOMs	destroy 1 year after termination of the WSP service. AUTH: N1-AFU-90-3
20			at requesting activities	destroy 3 months after cancellation of the WSP service, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
21	postal analyses and summaries	analysis/summary records from Transit Time Information System for Military Mail, Postal Activity Reporting System, and Postal Net Alerts; and Container Receipt Summaries	at postal activities	destroy after 6 months. AUTH: N1-AFU-90-3

NOTE: When an APO or Aerial Mail Terminal is closed, records of accountable mail on USPS forms are mailed to serving postmaster (Military Records Unit).

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 37-4

MAIL MOVEMENT

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	receipt and dispatch of mail	mail manifests (PS Form 2900, US Military Mail by US Commercial Air Carriers Dispatch Record; Alaskan Air Mail Dispatch Record, PS 2942-A, AV-7 Delivery List; PS 3830-A, Registry Dispatch Record; DD 1384, Transportation Control and Movement Document; DD 1385, Cargo Manifest; Transportation Control Number log forms; Government Bills of Lading; DD 878, Military Mail Dispatched	for registered mail	destroy after 2 years. (See Note) AUTH: N1- AFU-90-3
2			for nonregistered mail	destroy after 1 year. AUTH: N1-AFU-90-3
3		DD 1372, Mail Manifest	at postal activities	destroy after 3 months. AUTH: N1-AFU-90-3
4		DD 2277, Transit Time Information System for Military Mail Daily Work Sheet		destroy 60 days after message report is submitted. AUTH: N1- AFU-90-3
5	small-parcel shipment billing or shipping records	records generated by small-parcel shipping companies		destroy after 1 year or as specified in contract, whichever is later. AUTH: N1-AFU-90-3
5.01		records for material sent as part of the Foreign Military Sales/Security Assistance Program which may be needed to answer a Report of Item Discrepancy		destroy 2 years after shipping/billing date or as specified in delivery service contract, whichever is later. AUTH: N1-AFU-90-3
6	irregular makeup and dispatch of mail	DD 2273, Irregularities in Makeup and Dispatch of Mail	at cited postal activities	destroy 6 months after remedial action is completed. AUTH: N1-AFU-90-3
6.01			at other than cited postal activities	destroy after 6 months. AUTH: N1-AFU-90-3
7	irregular handling of mail	PS 2759, Report of Irregular Handling of Mail	at MAJCOM postal squadrons	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
8			at originating stations	destroy after 1 year. AUTH: N1-AFU-90-3
9	incoming command pouch	log used to record pouch number	at receiving station	destroy after 3 months. AUTH: N1-AFU-90-3

NOTE: When an APO or Aerial Mail Terminal is closed, records of registered mail on USPS forms are mailed to serving postmaster (Military Records Unit).

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

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

TABLE 37-5

POSTAL ADMINISTRATION RECORDS

	A	B	C	D	
R U L E	If the records are or pertain to	consisting of	which are	then	
1	board of officers proceedings and reports of survey	records on circumstances on loss, damage, unserviceability, or destruction of USPS funds or property or accountable mail, and determining pecuniary or other responsibility	at field activities	destroy 1 year after final disposition or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3	
2	postal offense case files	postal offense reports, investigative (OSI) reports and related reports on investigation of offenses against the postal service under AF jurisdiction	at MAJCOM postal squadrons	destroy 2 years after case is closed. AUTH: N1-AFU-90-3	
3			at field activities	destroy 3 months after case is closed. AUTH: N1-AFU-90-3	
4	utilization of APO facilities	approved/disapproved requests from persons or organizations, other than those authorized by DOD 4525.6M, to use the Military Postal Service (MPS)		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3	
5			suspensions	withdrawals of use of APO privileges from individuals/organizations	destroy 3 months after suspension is withdrawn, or on reassignment or separation of individual. AUTH: N1-AFU-90-3
6			revocations		destroy 1 year after privileges are reinstated, or 1 year after reassignment or separation of individual. AUTH: N1-AFU-90-3
7		limitations		destroy 3 months after limitation is withdrawn, or on reassignment or separation of individual. AUTH: N1-AFU-90-3	

TABLE 37-5

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	claims paid by USPS and UPS	claims forms. PS 542, Inquiry About Registered Article or an Insured Parcel or an Ordinary Parcel; PS 565, Registered Mail Application for Indemnity/Inquiry; PS 673, Report of Rifled Parcel; PS 1510, Mail Nondelivery Report; PS 2855, Claim for Indemnity-International Registered and Insured Mail; PS 3760, Wrapper Found Without Contents; PS 3812, Request for Payment of Domestic Postal Insurance/Claim Identification; PS 3831, Post Office Record of Claim; PS 3841, Post Office Record of Claim		destroy after 2 years. AUTH: N1-AFU-90-3
9	complaints and inquiries	customer comments: PS 4314-C, Customer Service Card; PS 4314-P, Customer Service Card		destroy 1 year after case closed or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
10	unit mail service inspection	checklists		destroy after 1 year. AUTH: N1-AFU-90-3
11	tracers	processing records: PS 3830-A, Registry Dispatch Record; PS 3854, Registered Mail Dispatch Bill		destroy after 2 years. AUTH: N1-AFU-90-3
12	designation/terminat ion of postal clerks	DD 2257, Designation/Termination MPC-FPC-COPE-PFO (See Note)		destroy 2 years after termination. AUTH: N1-AFU-90-3
13	registry balance and inventory	DD 2261, Registered Mail-Balance and Inventory	at postal activities	destroy after 2 years. AUTH: N1-AFU-90-3
14	(RESERVED)			(RESERVED)
15	postal operations proficiency training	Master Job Qualification Standard (JQS)	at MAJCOM postal squadrons and postal activities	destroy when superseded. AUTH: N1-AFU-90-3
16	postal bulletins		at postal activities	destroy after 6 months and/or after bulletin matter entered in a USPS publication. AUTH: N1-AFU-90-3
17	distribution and location listings	mail distribution scheme, MPO location lists, and related records		destroy on receipt of a later revision, or on inactivation of using activity, whichever is sooner. AUTH: N1- AFU-90-3
18	inventories of postal supplies and USPS equipment	PS 1586, Supply Record, PS 1590, Supplies and Equipment Receipt	at postal activities	destroy when superseded. AUTH: N1-AFU-90-3

TABLE 37-5

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
19	requisitions for USPS equipment, supplies, publications, coded tags and labels	PS 1567, Requisition for Rubber and Steel Stamps Only; PS 1578-B, Requisition for Non-Standard Facing Slips and Labels, PS 1957-C, Request for Military Tags and Labels; PS 1957-D Request for Tags and Labels; PS 4686-A Shipping Order; PS 4984, Repair Parts Requisition; PS 7380, Supply Center Requisition, PS 7381, Requisition for Supplies, Services or Equipment		destroy after requisition is filled or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
20	repairs to postal equipment	equipment history-PS 4805, Work Record Sheet		transfer with unserviceable equipment to the accountable USPS postmaster. 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 37-6

PUBLICATIONS AND FORMS REQUIREMENTS AND DISTRIBUTION

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	publications/forms requisitions and requirements	forms, other records, and related correspondence used to requisition or establish requirements for publications/forms	at customer and publications distribution offices (PDOs)	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
2	publications and nonaccountable forms distribution status	stock record cards, re-order markers, inventory control records, distribution record cards, and similar control media		
3	accountable forms distribution status			destroy 2 years after removal from active file (See Note 3). AUTH: N1-AFU-90-3
4	accountable forms accountability	receipts, destruction certificates, and related correspondence showing the issue, receipt or destruction of blank accountable forms (See Note 1)	suspense copies of receipts	destroy when signed receipt is received. AUTH: N1-AFU-90-3
5			signed receipt and destruction certificates	destroy 2 years after last serially numbered form in series has been issued or destroyed (See Note 3). AUTH: N1-AFU-90-3
6	publications bulletins	bulletins issued to tell PSOs and their customers the status of publications and forms	at issuing activities and PDOs	destroy after 1 year. AUTH: N1-AFU-90-3
7			accumulated by customers	destroy when no longer needed or after 1 year, whichever is sooner. AUTH: N1-AFU-90-3
8	Request for and record of customer account representative designation (AF Form 1846)	appointment of primary and alternate CARs and subaccount representatives	at PDOs when receipt of accountable forms is authorized	destroy 2 years after appointment is superseded or rescinded (See Note 3). AUTH: N1-AFU-90-11
9			all other copies	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-11

NOTE(S):

1. For guidance concerning the destruction of unissued accountable forms, see AFI 37-161. This manual does not provide disposition instructions for forms in their blank (unused) state.
2. RESERVED.
3. Do not retire to staging area. Retain in accumulating office until eligible for destruction. (On inactivation of office, see AFI 37-138, Chapter 5).

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 37-7**PUBLICATIONS MANAGEMENT**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	directives, instructions, manuals, supplements, staff digests, pamphlets, visual aids, periodicals	record set of each publication which have AF-wide or MAJCOM applicability	at HQ USAF/MAJCOMs/maj or subordinate commands	retire as permanent (See Notes 1, 2, 3, 5, 6, 8). AUTH: NCI-AFU-77-41
2			below major subordinate commands which have MAJCOM or AF-wide applicability (See Note 7)	retire as permanent (See Notes 2, 3, 6, 8). AUTH: NCI-AFU-77-41

TABLE 37-7

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3		record sets of publications, manuals, staff digests, and supplements	major subordinate commands and below which do not have AF-wide or MAJCOM applicability	destroy after 7 years (See Note 2). AUTH: N1-AFU-90-3
4	recurring and one-time pamphlets	handbooks, booklets or brochures containing informative and instructional (rather than directive) material	pamphlets that do not have AF-wide or MAJCOM applicability	destroy when rescinded, superseded or obsolete, or when no longer needed (See Note 4). AUTH: N1-AFU-90-3
5	visual aids	charts, posters, or other graphic illustrations issued for either permanent or temporary display on walls, bulletin boards, etc	visual aids that do not have AF-wide or MAJCOM applicability	
6	headquarters operating instructions (HOIs)	record set of each publication as prescribed in AFI 37-160, volume 1	at HQ USAF OPRs	retire as permanent (See Notes 2, 3, 8). AUTH: N1-AFU-77-41
6.01			at MAJCOMs and major subordinate commands, and apply to the entire headquarters (such as HOIs)	destroy 2 years after superseded, rescinded or obsolete (See Note 4). AUTH: N1-AFU-90-3
7	operating instructions (OIs)	record copies and background material, if any, retained by offices of primary responsibility	at HQ USAF/MAJCOMs/maj or subordinate commands and do not apply to the entire headquarters (such as directorate, division, branch, etc. OIs)	destroy when superseded, rescinded, obsolete or no longer needed (See Note 4). AUTH: N1-AFU-90-3
8			below major subordinate commands	
9	bulletins	announcements, notices, temporary instructions or directive material of no permanent reference value, such as base and weekly bulletins (see table 37-6 for publications bulletins)		
10	(RESERVED)			(RESERVED)
11	recurring periodicals	individual issues and related background material of periodicals not having AF-wide or MAJCOM applicability	at OPRs	destroy when superseded, rescinded, obsolete or no longer needed (See Note 4). AUTH: N1-AFU-90-3
12		newspapers/news sheets		see table 35-1. AUTH:

TABLE 37-7

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
12-21		TIG Brief record set	at HQ USAF	N1-AFU-90-3 hold for 2 years then transfer to WNRC as permanent; transfer to National Archives after 10 years in WNRC. AUTH: NC1-AFU-77- 41
13		telephone directories (including staff directories)	at OPRs	see table 33-9. AUTH: N1-AFU-90-3
14	recurring periodical systems	official record set for each approved recurring periodical in the system, including initial request and justification for issuance; cost data and specifications of periodicals and requests for approval; publications management office approval for issuance; each subsequent request and approval for change in specifications, funding, or quantitative requirements; OPR's current annual request for continuance, and the publication management office approval; and other correspondence between the OPR and the publications management office concerning the publication	at publications management offices or OPRs	destroy when recurring periodical is discontinued (See Note 4). AUTH: N1-AFU- 90-3
15	specialized publications systems	official record set for each approved system of specialized publications, including initial request and justification for a special system of publications; publications management office approval; printed copy of each form prescribed in the prescribing directive; and other correspondence between the OPR and the publications management office concerning the system	at publications management offices	retire as permanent when publications system is discontinued (See Note 8) (see also table 37-9). AUTH: NC1-AFU-77-41
16			at OPRs	destroy when publications system is discontinued. AUTH: N1-AFU-90-3
17 thru 21	(RESERVED)			(RESERVED)
22	manuscripts or proofs	manuscripts and drafts of proposed or revised publications; printer's galleys or page proofs, and other working or control data	at publications management offices or OPRs	destroy when printed publication is received and determined accurate. AUTH: N1- AFU-90-3

TABLE 37-7				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
23		camera-ready		destroy when no longer needed. AUTH: N1- AFU-90-3
24	review of higher headquarters' publications for local implementation	forms used to determine what action an OPR intends to take on a higher headquarters' publications, and for follow-up	at publications management offices and result in review of an existing supplement	originals may be filed in supplement's record set as evidence of a special review, and rules 1 thru 3 apply. AUTH: N1-AFU-90-3
25			at publications management offices and do not result in review of an existing supplement	destroy on completion of suspense action or after 3 months if follow up on specified suspense action is not required. AUTH: N1- AFU-90-3
26			at OPRs	
27	master and functional publication libraries	inventory record used to record data, discrepancies, corrective action and individual conducting inventory	at master and functional libraries	destroy upon completion of the next inventory. AUTH: N1- AFU-90-3
28		spot check record used to record date, discrepancies, corrective action and individual conducting spot check		destroy upon completion of the next spot check. AUTH: N1-AFU-90-3

NOTE(S):

- HQ USAF OPRs file and retain a duplicate copy of AF Form 673, Request for Issuances of Publication, with related record set and background material. SAF/AAIP retires the original AF Form 673. Below HQ USAF level, the original AF Form 673 is filed and retained with the record set of publications.
- Retain as current records until the publication is rescinded, superseded, or obsolete. (Superseded means that the publication has been replaced by one bearing either the same or a different number and subject. Reprints, including those incorporating changes since issuance of the basic, are not considered superseding publications.) Then remove from the active file, place in an inactive file which will be cutoff 31 December each year, and retire or dispose of as indicated. Background material is retained by HQ USAF OPRs until the related publication is rescinded, superseded, or obsolete, and then retired with the record set to WNRC 2 years after annual cutoff. Field OPRs retain background material for standard publications dated before 1 Jan 68, and retire it when the related publication is rescinded, superseded, or obsolete. Field OPRs send background material for standard publications dated on and after 1 Jan 68 to the publications management office for retention and retirement, except for digest, bulletins, and operating instructions (other than HOIs).
- AF Department publications prepared by a MAJCOM/FOA are retired as HQ USAF record sets. Responsibility for maintaining the record sets, including all essential background material, is as agreed upon between the HQ USAF OPR and the preparing command. When retiring the record set, the HQ USAF OPR is shown in Item 5 (FROM block) of the SF 135, and "341" is shown as the Record Group in Item 6a. An accession number is obtained from the HQ USAF OPR Staff Records Manager and entered in Item 6c of the SF 135, per AFI 37-138, paragraph 6.9 and figure 6.3. Show the preparing activity (MAJCOM/FOA and office) in Item 6f of the SF 135.
- Report material of historical or other significant value considered worthy of permanent preservation to SAF/AAIQ.
- Air Force activities designated as Executive Agent for DOD publications will be responsible for creation, maintenance, and retirement of the publication and all records pertaining to it.

6 If the record set of a publication is in microform, then the microfilm of the record set must meet all archival standards and specifications. Otherwise, a durable paper copy must be created to satisfy the permanent retention requirements. Viewer/printer copies are not authorized for this purpose. Approval to use archival microform must be granted by SAF/AAIQ

7 Air Force Departmental publications prepared by the Air Force Standard Information Systems Center are retired as HQ USAF record sets. Responsibility for maintaining the record sets, including background material, is assigned to the Center OPR responsible for the particular automated data system which the directive records. When retiring the record set to WNRC, the HQ USAF OPR is shown in item 6f (SERIES DESCRIPTION block) of the SF 135 "341" is shown as the Record Group in Item 6a and accession number is shown in Item 6c.

8 Transfer to the National Archives in 5-year increments when 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 rules 1, 2, 6, 12.01, and 15:

	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

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TABLE 37-8

REPROGRAPHICS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	controlled reprographics equipment approved (background information)	forms and other records that document history of approved reprographics equipment (the requirements evaluations requests, approval, acquisition, maintenance, production volume, transfers and disposal)	at HQ USAF/MAJCOMs/FO As and approving and operating levels	destroy 1 year following the end of the fiscal year after equipment life in the Air Force (when equipment is transferred to another Air Force activity for use, also transfer the related records to gaining activity). AUTH: N1-AFU-90-3
2	controlled reprographics equipment (disapproved)	disapproved requests for reprographics equipment		destroy after 2 years. AUTH: N1-AFU-90-3
3	uncontrolled reprographics equipment	forms and related records	at operating level	destroy at end of fiscal year after equipment is dropped from Air Force inventory following salvage or turn-in of equipment. AUTH: N1-AFU-90-3
4	job jacket files - not subject to reprinting	job jacket files containing original matter, negatives, requisitions, correspondence, and allied papers for each printing job	jobs at printing plants not subject to reprinting	destroy 1 month after job completed. AUTH. N1-AFU-90-3
5	job jacket files - subject to reprinting		jobs at printing plants subject to reprinting	destroy when obsolete AUTH: N1-AFU-90-3
6	forms and correspondence for printing	forms and correspondence for printing	at requesting activities	destroy upon receipt of job, or if used to prepare budget. Destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 37-8
Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
7	receipts and distribution of reprographics jobs	forms and correspondence that document the receipt and distribution of reprographics jobs	at printing, duplicating and micrographics activities	destroy after 1 month. AUTH: N1-AFU-90-3
8	requisitions and correspondence for duplicating or micrographics	forms, including requisitions, and correspondence for duplicating or micrographics work	at duplicating and micrographics activities	destroy 3 months after job is completed. AUTH: N1-AFU-90-3
9	requisitions for duplicating or micrographics work		at requesting activities	destroy upon receipt of job. AUTH: N1-AFU-90-3
10	contractor services forms for printing, duplicating and micrographics	forms, including requisitions, and correspondence related to printing, duplicating and micrographics work	at contractor facilities	hold for audit trail, then destroy 2 years after all exceptions have been cleared. AUTH: N1-AFU-90-3
11	Public Printer services and other federal printing sources/forms	forms, including requisitions, correspondence, invoices, and specifications from reprographics procurement activities to the printing sources	at AF reprographics procurement activities	destroy 3 years after close of FY that job was completed or cancelled. AUTH: N1-AFU-90-3
12	Public Printer services and other printing sources/account records	accounting records, including requisitions, transfer of funds, vouchers, receiving reports, and related records		destroy 3 years after the period covered by the account. AUTH: N1-AFU-90-3
13	reprographics production	job logs, requisitions used in lieu of logs, data bases or other means of recording and reporting production	at AF printing, duplicating and micrographics facilities or copier monitors, or at contractor facilities	destroy 3 months after reporting production IAW AFI 37-162. AUTH: N1-AFU-90-3
14	consolidated reports at HQ USAF	in-plant printing, duplicating, micrographic and copying cost, production and inventories; commercial cost and production; production standards	at HQ USAF	destroy when 3 years old. AUTH: N1-AFU-90-3
15	printing/duplicating/micrographics/copying reports		at MAJCOMs/FOAs and management reporting activities	destroy 1 year after reporting period. AUTH: N1-AFU-90-3
16	copier operating rules	AF Form 1112, Copying Machine Limitation and Unlawful Reproduction; Office Copy Machine Identification Restrictions; and local operating notices	posted on or near copiers	destroy when superseded or when machine has been permanently removed. AUTH: N1-AFU-90-3
17	copier case file	forms, letters and other records that	at copy manager's	destroy 1 year after

TABLE 37-8				
Continued.				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
	(leased/rented copier)	document the history of an individual leased/rented or Copy Service Plan (CSP) copier	offices	close of the fiscal year in which contract expired. If purchased, use rule 18. If upgraded or downgraded, transfer the new copier case file. AUTH: N1-AFU-90-3
18	copier case file (owned copier)	forms, letters and other records that document the history of an individual owned copier		destroy 1 year after the end of the Fiscal Year in which the equipment was traded or turned-in. (When equipment is transferred to another AF activity, transfer the related case file. AUTH: N1-AFU-90-3
19	Printing Plants, Duplicating Centers, and Microform Production Facilities	requests to establish with supporting records and records of approval	at approving offices	destroy 10 years after inactivation of plant, center or facility. AUTH: N1-AFU-90-24
20			at implementing levels at other than approving offices	destroy on inactivation of plant, center or facility. AUTH: N1-AFU-90-24
21		requests to establish with supporting records and records of disapproval	at approving offices	destroy 5 years after disapproval of plant, center or facility. AUTH: N1-AFU-90-24
22			at requesting levels at other than approval offices	destroy 2 years after disapproval of plant, center or facility. AUTH: N1-AFU-90-24

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 37-9				
SPECIALIZED PUBLICATIONS				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	specialized publications system initial approval			see table 37-7. AUTH: N1-AFU-90-3
2	manuscripts or proofs			
3	technical orders (TOs)	record copy of each TO in the Air Force TO system (AFPD 21-3)	at USAF TO Repository, USAF Technical Order System Section, Oklahoma City Air Logistics Center (OC-ALC/MMEDU)	destroy 6 years after TO is rescinded, contracts are closed and equipment is dropped from AF inventory (EXCEPTION: see note 3). AUTH: N1-AFU-90-3
4		background material such as forms reports correspondence and other records concerning initiation, preparation and issuance of, and changes to TOs	at issuing activities	destroy 2 years after TO is superseded, obsolete or rescinded. AUTH: N1-AFU-90-3
4.01	Technical Order Requests and Requisitions	AFTO Form 187, Technical Order Publication Request, AFTO Form 276, Special Requisition for AFTOs or other authorized AFTO Form 187 format source document		destroy 2 years after date of signature. AUTH: N1-AFU-90-41
4.02	Technical Order Notification	AFTO Form 215, Notification	at Technical Order Distribution Offices (TODOs), Technical Order Distribution Activities (TODAs), or Technical Order Distribution Subaccounts (TODSSs)	destroy when no longer required. AUTH: GRS23,ITEM8
4.03	Code Selected Reconciliation Listing (CSRL)		at Technical Order Distribution Offices (TODOs)	destroy upon receipt of next CSRL. AUTH: N1-AFU-90-3
5	characteristics guides	record set of each publication, which includes a printed copy of each issuance, edited manuscript (see table 37-7), printed copy of each form prescribed, document showing signature of approving authority, document showing latest annual review by approving authority, and related background material such as records relating to developing, coordinating and issuing each publication		see table 61-4. AUTH: N1-AFU-90-3

TABLE 37-9

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
6	extension course material, OJT packages, and other training publications			see table 36-40. AUTH: N1-AFU-90-3
7	specialized publications identified elsewhere in this publication			dispose of per appropriate table and rule in AFMAN 37-139 (See Note 6). AUTH: N1-AFU-90-3
8	communications security (COMSEC) codes and authenticator systems publications		at HQ AIA/LG and AFCSC as applicable	retire as permanent each edition containing a change in content, format, or production principle (code generation media) (See Notes 1, 2 and 8). AUTH: N1-AFU-91-20
8.01	maintenance bulletins (MB)(AIA and non-AIA originated), equipment installation standards (EI)			destroy 6 years after supersession or rescission (See Note 7). AUTH: N1-AFU-91-20
8.02	AF COMSEC publications			retire as permanent (See Notes 1 and 8). AUTH: N1-AFU-91-20
9	Air Force Occupational Safety and Health (AFOSH) standards		at HQ USAF/SGPA and HQ AFISA/SEGO	retire as permanent (See Note 5). AUTH: N1-AFU-88-43
9.01		supplements to AFOSH standards with command-oriented information not contained in the basic standard or with more detailed or stringent criteria than contained in the basic standard	at MAJCOMs and major subordinate commands	destroy after 5 years, or when superseded, rescinded, obsolete, or no longer needed, whichever is later (note 7). AUTH: N1-AFU-88-43
10	US Strategic Command Civil Engineering Manuals (USSTRATCOM CEMs)	record copy of each USSTRATCOM CEM	at issuing activities	destroy 6 years after supersession or rescission. AUTH: N1-AFU-90-3
11		background material such as forms reports, correspondence and other documentation concerning initiation,		destroy 2 years after USSTRATCOM CEM is superseded, obsolete

TABLE 37-9

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		preparation, issuance and changes to USSTRATCOM CEMs		or rescinded. AUTH: N1-AFU-90-3
12	(RESERVED)			(RESERVED)
13				
14	AF Medical Logistics Letters (AFMLLs)	record copies	at the Air Force Medical Logistics Office (AFMLO)	destroy after 25 years (See Note 4). AUTH: N1-AFU-90-3
15		copies of the AFMLLs	at medical treatment facilities, HQ USAF/ Surgeon General, HQ Air Force Medical Service activities, MAJCOM/ FOAs, and USAF Reserve	destroy after 2 years (See Note 4). AUTH: N1-AFU-90-3
16	Air Force Civil Engineering Support Agency Energy Techdata	record copies	at HQ AFCESA	destroy 2 years after supersession or rescission. AUTH: N1-AFU-90-3
17		copies	at Energy and Civil Engineering activities	destroy when superseded or rescinded. AUTH: N1-AFU-90-3
18	Air Force Morale, Welfare, Recreation, and Services (MWRS) Letters	record copies	at HQ AFMWRSA	destroy 2 years after supersession or rescission. AUTH: N1-AFU-90-3
19		copies	at MWRS activities	destroy when superseded or rescinded. AUTH: N1-AFU-90-3
20	Air Force Technical Applications Center (AFTAC) Technical Instructions (TI) and Laboratory Procedures (LP)	record sets of each TI and LP issued by AFTAC which include a printed copy of each issuance, manuscript, technical writer draft, authorization documentation, coordination record, latest annual review, and background material used in the development of the TI or LP	at Technical Operations Division	retire as permanent (note 5). AUTH: N1-AFU-86-49
21	education and training records documents for mishap prevention	records sets	at issuing activities	retire as permanent (note 8). AUTH: N1-AFU-88-14
22		background material such as mishap reports, correspondence, photos, and other records supporting information publications.		destroy 5 years after publications issued, or when no longer needed, whichever is later AUTH: N1-AFU-88-14
23	AFROTC all	record set of each letter published at	at HQ AFROTC and	destroy after 1 year

TABLE 37-9

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	units/area unit letters	issuing activity	area commandant offices	AUTH: N1-AFU-88-43
24		copies	at HQ AFROTC staff offices, area commandant offices, and senior units	destroy after expiration date AUTH: N1-AFU- 88-43
25	Air Force Blood Program Technical Letters (AFBPTL))	record copies	at HQ USAF/SGHR	destroy after 10 years (See Note 4). AUTH: N1-AFU-91-40
26		copies of AFBPTLs	at medical treatment facilities and MAJCOMs/FOAs	destroy when superseded (See Note 4). AUTH: N1-AFU- 91-40

NOTE(S):

1. Retain as current until the publication is rescinded, superseded or obsolete. (Superseded means that the publication has been replaced by one bearing either the same or a different number and subject). Remove from the current file, place in an inactive file and cutoff 31 December each year. Retire per AFI 37-138, paragraph 3.2 and table 3.1. (NOTE: AF Departmental specialized publications prepared or issued by MAJCOMs or FOAs are retired as HQ USAF record sets. Responsibility for maintaining the record sets, including all essential background material, is as agreed upon between the HQ USAF OPR and the preparing command. When retiring, the HQ USAF OPR is entered in Item 5 of the SF 135, and "341" entered in Item 6a as the Record Group No. Indicate the preparing office (MAJCOM or FOA and office) in Item 6f of the SF 135. An accession number is obtained from the HQ USAF OPR Staff Records Manager and entered in Items 6b and 6c of the SF 135 before shipping the record sets to WNRC per AFI 37-138, paragraph 6.9 and figure 6.3) Record sets of documentation in rule 8 will be transferred to National Archives when sensitivity and classification no longer prevent their use for historical research.
2. Regeneration criteria may be destroyed after they have been used and authorized for destruction by using units.
3. Prior to authorizing OC-ALC/MMEDU to destroy TOs on expiration of retention period, the responsible air logistics center (ALC) will: a. Insure that all AF obligations to other users (Air National Guard, Air Force Reserve, Military Assistance Pact countries and Foreign Military Sales customers, etc.) have been satisfied. b. Insure through the ALC Staff Judge Advocate and HQ USAF/JAC that there are no unsettled claims, litigation or other incomplete actions involving a rescinded TO. c. Provide a listing and offer the TOs to the Director, Air Force Museum, Wright-Patterson AFB OH 45433. d. Obtain written permission from the data source to release TOs for museum use if they contain proprietary data. If any conditions are imposed by the contractor, they will be stipulated in the transfer agreement.
4. Retain in current file until eligible for destruction
5. Transfer to National Archives in 5-year increments when 25 years old.
6. When a specialized publication is not described in this publication, submit AF Form 525 and a sample of the publication to SAF/AAIQ requesting establishment of disposition authority under the appropriate functional table.
7. Prior to destroying MBs, HQ AIA/IMOR will contact AFCSC/MAV to ensure records are eligible for destruction.
8. HQ AIA is the office of record for records of longtime retention. Records appraised as permanent will be transferred to the National Archives when 50 years old or when their sensitivity no longer prevent their use for purposes of historical and other research whichever is later. Sensitive records will be periodically reviewed every 10 years.

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 rules 8, 8 02, 9, 20, and 21

	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 37-10

FORMS MANAGEMENT

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Air Force Forms Management Program	records that reflect development, formulation and issuance of all basic plans, policies and procedures, and the managerial control of the AF-wide forms management program which encompasses development of standards, design, typography and specifications for, and consolidation, identification, registration and standardization of all forms created by AF activities	at HQ USAF and MAJCOMs	destroy when 6 years old; earlier disposal is authorized if the records are superseded, obsolete, or no longer needed for reference. AUTH: N1-AFU-90-3
2	functional forms files	collection of current forms used for control, precedent, comparison and general reference		destroy immediately discontinued, superseded, revised or replaced. AUTH: N1-AFU-90-3
3	numerical forms files	approved DA Form 67, Form Processing Action Request, submitted by OPR for the form, and all revisions; latest printing specifications; latest AF Form 1382, Request for Review of Publication and/or Form(s), showing status of the form; records about the form; a final draft/master or a copy of the current edition showing the OPR's approval; and a copy of each printed edition of the form		destroy 1 year after obsolescence (See Note). AUTH: N1-AFU-90-3
4	(RESERVED)			(RESERVED)
5	forms management reports	reports of forms management activities, progress, status, and costs	consolidated reports at HQ USAF	destroy after 5 years. AUTH: N1-AFU-90-3
6			at MAJCOMs and major subordinate commands	destroy after 1 year. AUTH: N1-AFU-90-3
7			at activities below major subordinate commands	destroy on completion of next report. AUTH: N1-AFU-90-3
8			Forms Management Activity Record (AF Form 1798)	destroy after 1 year. AUTH: N1-AFU-90-3
9	Forms Register (AF Form 1797)	control cards on command and office forms; show forms numbers, OPR, prescribing directives, reproduction actions, and costs		destroy 1 year after date form became obsolete. AUTH: N1-AFU-90-3

NOTE: Printed copy of each prescribed form, copy of request for approval of the form, and the document that established the requirement will be filed with the record set of the prescribing directive.

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 37-11				
CORRESPONDENCE, MESSAGES, AND PROJECT FILES				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
	general correspondence (permanent)	letters, indorsements, memoranda, reports, and related data involving a variety of subjects (not appropriate for filing with other records series) except office administration, created or received that records policy making and program management guidance for which the office has primary responsibility and previously categorized under the AF Subjective Classification System	at HQ USAF/MAJCOMs/major subordinate commands functional OPRs	retire as permanent (note 1). AUTH: NC1-AFU-80-8
1.01		rule 1 Secretary of the Air Force and Office of the Chief of Staff correspondence filed numerically with reference index	at HQ USAF/CVAE (Executive Services Division)	retire as permanent (note 1). AUTH: NC1-AFU-85-20
1.02		computer database index		retire as permanent (note 7). AUTH: NC1-AFU-85-20
1.03		chronological files of the Secretary of the Air Force and other high ranking Department of the Air Force officials appointed by the President	at HQ USAF	retire as permanent (note 8). AUTH: N1-AFU-90-32
2	general correspondence (temporary)	created or received by any office not covered by rule 1		destroy after 1 year. AUTH: N1-AFU-90-3
3		duplicate files kept by action officers, supervisors, or supervisory or monitoring offices when record copies or official file copies are filed elsewhere in the same organizational element (See Note 3)		
3.01		that portion of the correspondence files that does not document policy making and program guidance	at HQ USAF/MAJCOMs/major subordinate commands functional OPRs (See Note 4)	
4	transitory material	transmittal records that add no significant information to material transmitted, not needed to document specific functions or actions; but are of reference value and are kept in a separate chronological file		destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 37-11

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
5	reading file	extra copies of letters, messages or other records used for periodic review by office staff, as a cross-reference to the record copies filed in the same office, for signature control, preparation of periodic reports, or for similar administrative purposes, and are maintained in a separate chronological file		destroy 1 year after monthly cutoff or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
6	message file	extra copies of messages, except those covered elsewhere in this table or table 33-8 or those filed with other records series used as a cross-reference to the record copies or file copies, and are maintained in a separate file by date-time group, control number or some other finding feature		destroy 6 months after monthly cutoff or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
6.01		copies of separate series messages maintained as a policy reference file		destroy after 1 year or when no longer needed, whichever is sooner (EXCEPTION: destroy EMCs and IMCs when superseded or rescinded by a formal publication). AUTH: N1-AFU-90-3
6.02		copies of ALPERSCOM and AIG 8106 "B" and "W" series messages used as a policy reference file and are in control number sequence within a calendar year	at MAJCOMs, MPFs, satellite personnel activities and geographically separated unit personnel offices	destroy after 1 year (See Note 5). AUTH: N1-AFU-90-3
6.03		record set of ALPERSCOM and AIG "B" and "W" series messages	at HQ USAF/MPEA and HQ AFMRC	destroy after 2 years (See Note 5). AUTH: N1-AFU-90-3
7	office projects/studies	case files of individual projects/studies relating to an office's management function, such as analyses of policies/procedures, or actions or changes in the manner or method of planning, directing, controlling, or doing work (do not include management studies covered in table 38-1, cost studies in table 65-1, R&D projects/studies in 61-series tables, or any other project or study covered elsewhere in volume II of this regulation)	at OPRs at any level and which result in issuance of a publication	include as background material to the publication and dispose of according to table 37-7. AUTH: N1-AFU-90-3

TABLE 37-11

Continued.

	A	B	C	D	
RULE	If the records are or pertain to	consisting of	which are	then	
8			at major subordinate command OPRs and above, and do not result in issuance of a publication	destroy 20 years after completion of project/study or when no longer needed. AUTH: N1-AFU-90-3	
9			below major subordinate command OPRs, and do not result in issuance of a publication	destroy 2 years after project/study is closed AUTH: N1-AFU-90-3	
10			background and working materials, such as routine requests for reports or data, routine correspondence concerning administration of the project/study, extra copies of records or reference materials, data analyses and summaries, drafts, and other preliminary papers leading to final results or findings not needed to document the project/study		destroy when no longer needed or on completion of the project/study, whichever is sooner. AUTH: N1-AFU-90-3
11			any of the material identified in rules 7-10 above and not needed to document other records series	at offices other than OPRs (such as monitoring, control or feeder offices)	
12	staff meetings and conferences (not covered elsewhere)	record copies of agenda, minutes and related correspondence (see table 38-5 for AF committee and board records and for sound recordings) not filed with another series	at major subordinate commands and above	retire as permanent (note 1) AUTH: NC1-AFU-80-8	
12.01		recorded in other series		destroy after 1 year. AUTH: N1-AFU-90-3	
13		record copies not filed with another series	below major subordinate commands	destroy after 1 year, on inactivation of activity, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3	
14		information copies not filed with another series			
15	block assignment of address indicating groups (AIG) numbers	messages/letters correspondence relating to initial assignment of AIG block and any subsequent changes or adjustments	at MAJCOM AIG managers (or at any lower level to which AIG management authority is delegated)	place in inactive file on cancellation of the block; destroy after 1 year. AUTH: N1-AFU-90-3	
16	address indicating group case files	messages/letters of promulgation, copies of each modification or recap, and related correspondence	at cognizant authorities and AIG managers	destroy after 3 months (note 6). AUTH: N1-AFU-90-3	
17	form or guide letters	coordination copy of form or guide letters	at approving authorities	destroy when superseded or obsolete. AUTH: N1-AFU-90-3	

NOTE(S):

- 1 Rule 1 applies to correspondence and other data of the type described in AFI 37-138, paragraph 2 11 which are not filed as, or filed with, a separate series identified elsewhere in volume II of this regulation. The file is not screened or a further segregation attempted to separate permanent from temporary when the file is cutoff or retired, except as provided for in AFI 37-138 Transfer records to National Archives in 5-year blocks when latest record is 25 years old
- 2 RESERVED
- 3 Rule 3 applies when an entire file consists of duplicate copies maintained for monitoring purposes
- 4. Offices which are subject to conditions in rule 1 will use rules 1 and 3.1 for their correspondence files
- 5 Retain in active file until eligible for destruction
- 6 Cutoff as of end of month in which cancelled or in which recapped, except retain initial promulgation message/letter with background material with recap correspondence until AIG is cancelled
- 7 Transfer extracts to NARA when paper records are transferred Place paper copy of numerical index in first box of Rule 1 1 records when retired to WNRC
- 8 Transfer records to National Archives in 5-year blocks when latest record 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 rules 1, 1.01, 1.02, 1.03, and 12:

	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 37-12

ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION AND CONTROL

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	communications distribution	forms or similar media used to determine distribution made of incoming communications		destroy after 3 months or when no longer needed, whichever is sooner. AUTH N1-AFU-90-3
1.01		forms or similar media prepared for subject routing of terminated message traffic by the message distribution function of telecom centers		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
2		message registers/logs		destroy after 6 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3	administration communication reviews	message/correspondence review/improvement check lists and similar records used to review message or correspondence management		destroy when no longer needed AUTH N1-AFU-90-3
4	(RESERVED)			(RESERVED)
5	suspense control	file copies or extra copies of communications, forms, notes, etc., used to manage correspondence flow		destroy when reply is received or action is completed, file with transitory material, or incorporate with appropriate record series in other tables, whichever is applicable AUTH. N1-AFU-90-3

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

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

TABLE 37-13				
ADMINISTRATIVE ORDERS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	background material to orders in rules 2, 2.1 and 4	letter request for orders, amendments, etc., justification files on special authorizations when required by orders publishing activity		destroy after 1 year (See Note 1) AUTH. N1-AFU-90-3
2	permanent orders	originals or record copies of G-series special orders and MO, movement orders	organized and maintained per AFI 37-128 (See Note 1)	retire as permanent (See Note 3) AUTH. N1-AFU-85-4
2.01	Temporary orders	originals or record copies of A-series, O-series, X-series, aeronautical, and reserve orders (Except D-series and J-series reserve orders)		destroy after 56 years (See Notes 4 and 5). AUTH. N1-AFU-95-5
2.02		originals or record copies of D-series and J-series reserve orders	at AFRES units and ARPC	destroy after 7 years (See Note 4). AUTH. N1-AFU-95-5
3		originals or record copies and background material for M- and P-series special orders issued after calendar year 1966, F-series special orders, Y-series orders, squadron nonprefixed single numbered series special orders, and PA- PB-series special orders		destroy 1 year after fiscal cutoff (See Notes 1 and 5) AUTH. N1-AFU-90-3
4		M- and P-series special orders issued before calendar year 1967		destroy after 15 years (See Note 1). AUTH. N1-AFU-90-3
5	orders covered by rules 2 thru 4	other copies distributed to any AF activity for information or other record purposes (includes MPF administrative file copies)		destroy when no longer needed, or apply same disposition as files they record (see other tables in this regulation), as appropriate AUTH. N1-AFU-90-3
6	Automated Orders Data System	identification data in computer used to prepare temporary duty travel orders		destroy when the individual to whom the data pertains is reassigned. AUTH. N1-AFU-90-3

NOTE(S):

1. Justification files for special authorizations, theater clearances, and other coordinations, approvals, or other records such as letters, messages, etc., which support the content or need for the orders, are maintained by orders-issuing/approval officials per AFI 37-128

2 (RESERVED)

3 Transfer to National Archives in 10-year blocks when latest records in block are 25 years old

4 Aeronautical, reserve, and A-series orders dated prior to May 1964 may be retained at NPRC for reconstruction of military personnel records destroyed by the 1973 fire, until no longer needed. When no longer needed, apply approved retention period

5. The "Y", "O", and "X" series of orders are shredouts of certain types of civilian travel. The "Y" order replaces the "T" for all civilian TDY to attend training. "T" is used for all other temporary duty actions for both military and civilian employees. "O" replaces "A" for all PCS-AFCPMC funded career program selections. "A" series is used for all military PCS orders, separations and certain appointments. "X" replaces "A" for all other civilian PCS orders

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 2

	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 37-14
OFFICE SUPPORT

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	office administrative files	records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists, including records related to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts, the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere, and other materials that do not serve as official records of the programs of the office (note 5)		destroy after 2 years, or when no longer needed, whichever is sooner AUTH N1-AFU-90-3
2	(RESERVED)			(RESERVED)
3	project control and support	memoranda, reports, and other records documenting assignments, progress and completion of projects		destroy 1 year after the year in which the project is closed AUTH. GRS16,ITEM5
4		working papers, drafts, stenographic notes, tapes and disks that have been transcribed; charts, diagrams, or other graphic material used for briefings, or similar data that are summarized in final or other form which are used to facilitate or control work in progress and are not needed for record purposes		destroy when no longer needed (See Note 1) AUTH GRS23,ITEM8
4.01 thru 4.06	(RESERVED)			(RESERVED)
5	finding aids	indexes, lists, registers, and other finding aids in hard copy or electronic form used to provide access to records authorized for destruction in other table series, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records		destroy or delete with the related records, or when no longer needed, whichever is sooner. AUTH GRS23,ITEM9

TABLE 37-14

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	reports, controlled and uncontrolled (defined in AFI 33-124)(not covered elsewhere) (See Note 3)	indexes, lists, registers, and other aids in hard copy or electronic form used to provide access to records authorized for destruction in other table series, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	at preparing activities	destroy when no longer needed AUTH N1-AFU-90-3
7			at requiring activities	submit a records disposition recommendation per AFI 37-138, paragraph 9.20 AUTH N1-AFU-90-3
8		information copies	at monitoring or intermediate activities	destroy when no longer needed AUTH. N1-AFU-90-3
9	precedent files	extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities, examples of typical cases, and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action		destroy when superseded, obsolete, or no longer needed, whichever is sooner AUTH N1-AFU-90-3
9.01	(RESERVED)			(RESERVED)
10	office instructions, additional duty handbooks/workbooks (See Note 2)	collection of reports, checklists, worksheets, correspondence, instructions, and related records which prescribe or state a desired way of performing a local task or function which are not appropriate or issued as standard publications (see table 37-7)		destroy when superseded, obsolete or no longer needed, whichever is sooner. AUTH N1-AFU-90-3
11	building or office services (not covered elsewhere)	records relating to automobile parking permits, office space assignments and coding, installation of communication equipment, issuance of room keys, transportation services, locksmith services and related records		
12	presentation aids (not covered elsewhere)	schedules, written or recorded speeches, talking and briefing papers, graphic and speech aids, and related records		
13	(RESERVED)			(RESERVED)
14	general reference publications (See Note 2)	master, functional, or operational files of publications (see AFI 37-160, volume 7) and publications of other		destroy when superseded, obsolete, or no longer needed.

TABLE 37-14
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		government agencies or private organizations which are not record copies and are maintained for general reference		whichever is sooner AUTH. N1-AFU-90-3
15	technical/specialized reference materials (See Note 2)	not record copies of published or reproduced reports, directives or other records, extra sets of motion pictures, still photographs, slides, sound recordings, maps, charts, and similar materials not covered elsewhere and maintained for technical or specialized reference purposes		
16		not record copies of rule 15 reference materials, but are considered worthy of permanent retention or disposition by other than actual destruction		disposition pending AUTH. N1-AFU-90-3
17	organizational planning	organizational and functional charts; personnel charts, indicating grades and ratings, and other organizational planning records not covered elsewhere	at HQ USAF/MAJCOMs/maj or subordinate commands staff offices down to and including directorate or comparable level	retire as permanent one record copy (See Note 4) AUTH NC1-AFU-80-8
18			below organizational levels cited in rule 17	destroy when superseded or obsolete AUTH. N1-AFU-90-3
19	schedule of daily activities	calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, created and maintained in hard copy or electronic form, EXCLUDING materials determined as personal, which contain substantive information relating to official activities, the substance of which is not incorporated into official files		destroy or delete after 2 years. AUTH GRS23,ITEM5a
20		above rule 19 records, which contain substantive information, the substance of which is incorporated into official files, and those that document routine activities containing no substantive information		destroy or delete when no longer needed AUTH GRS23,ITEM5b
21		above rule 19 records, which contain unique substantive information relating to the activities of high level officials (note 6)		see note 6) AUTH: GRS23,ITEM5

NOTE(S):

1. When disposition instructions for any material covered by these rules are predictable (such as "destroy when next machine listing is produced"), enter the predictable event, time, etc., as the cutoff instructions on the disposition control label. The disposition control labels are not required for any material covered by this rule which is not filed or retained for any period of time. However, they may be identified on the file plan if specific material is identified, except working papers and drafts which are destroyed daily or during the course of normal business
2. General reference publications and technical/specialized reference materials, office instructions, additional duty handbooks, workbooks and continuity folders, will not be reported on records management reports. However, they may be identified for disposition control purposes on the file plans and disposition control labels at the discretion of the command records management officer
3. When reports which are covered elsewhere in this regulation are maintained as feeder reports, summaries, or only for information purposes, they may be filed and disposed of under the provisions of rule 8, this table.
4. Transfer records to the National Archives in 5-year blocks when latest records is 25 years old
5. This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency
6. High level officials include the heads of department and independent agencies, their deputies and assistants, the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners, directors of offices, bureaus, or equivalent, principal regional officials, staff assistants to those aforementioned officials such as special assistants, confidential assistants, and administrative assistants, and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions (These officials' offices/commands will send schedule of daily activities to SAF/AAIQ, who will forward it to National Archives and Records Administration (NARA). NARA will appraise each schedule individually and prescribe the retention period)

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 rules 16 and 17.

	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 37-15

ADMINISTRATIVE RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Secretary of the Air Force Orders (SAFOs)	formal delegations and assignments of authority and responsibilities issued by (or by order of) the Secretary per AFI 37-190, and related background data	record sets at SAF/AAA	retire as permanent (See Note 4) AUTH NC1-AFU-80-8
2			below SAF which are the basis for an AF publication	they become background material to the related publication (see table 37-7) AUTH N1-AFU-90-3
3			at HQ USAF and MAJCOM OPRs which are not the basis for an AF publication	retire as permanent (See Note 4). AUTH NC1-AFU-80-8
4			information copies	destroy when superseded, obsolete or no longer needed AUTH N1-AFU-90-3
5			(RESERVED)	(RESERVED)
6			drafts and related background data which are disapproved for issuance as a SAFO or AF publication	

TABLE 37-15
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	support agreements	support agreements accomplished under AFI 25-201, with any modifications, memoranda of understandings, as required, reports and related records concerning services rendered and assignment of real property and facilities to tenant and attached units		destroy 6 years after agreement is superseded or terminated, or when no longer needed, whichever is sooner AUTH: N1-AFU-88-30
8		interservice support agreements and related correspondence accomplished under DOD 4000 19		
9		support agreements accomplished under other than AFI 25-201 and DOD 4000 19 or procurement directives, and not included in rule 12 above		
10		information copies of support agreements		destroy when agreement is superseded or terminated AUTH: N1-AFU-90-3
11	fund-raising campaigns	correspondence, receipts, invoices and similar or related records		destroy on completion of next equivalent campaign or after 1 year if there is no next equivalent campaign. AUTH: N1-AFU-90-3
12	General Accounting Office (GAO) and Defense Audit Service (DAS) reports	reports and correspondence on GAO/DAS surveys and reviews of AF activities to evaluate effectiveness, economy of administration, and conformance to legal requirements; and reports and correspondence on action taken as a result of GAO/DAS findings/recommendations	at HQ USAF	destroy after 5 years AUTH: N1-AFU-90-3
13			below HQ USAF	destroy after 3 years AUTH: N1-AFU-90-3
14	official visits/staff visits	requests for permission to visit, reports of visits (including findings, recommendations, and followup actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences	at offices performing visits, and which are not made a part of or needed to document another records series covered elsewhere	destroy 2 years after completion of next comparable visit, on completion of related study or when no longer needed, whichever is sooner AUTH: N1-AFU-90-3

TABLE 37-15

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
15			at offices or organizations visited, and which are not made a part of or needed to document another records series	destroy on completion of next comparable visit or when no longer needed, whichever is sooner. AUTH. N1-AFU-90-3
16			at intermediate, monitoring or evaluating offices	destroy 1 year after all action has been completed AUTH. N1-AFU-90-3
17		notifications of visits, itineraries, rosters of visitors, and comparable transitory material not needed to record visit reports	at offices making visits, or at offices visited	destroy on completion of visit AUTH. N1-AFU-90-3
18		visit schedules		destroy when superseded or obsolete. AUTH. N1-AFU-90-3
19	delegations/designations of authority and additional duty assignments	correspondence, forms, orders, and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation (See Note 5)		destroy when rescinded, superseded or obsolete. AUTH. N1-AFU-90-3
20	officer of the day (OD) and charge of quarters (CQ)	reports of OD, SDO, CQ, and comparable duty officers		destroy after 3 months AUTH. N1-AFU-90-3
21	reports on applications for vending stand locations	reports required by AFM 34-206 identifying number of applications for vending stand locations received from state licensing agencies; number accepted, denied, and still pending, as pertains to applications from blind persons	at HQ AFMPC/DPMSC	see table 36-11 AUTH. N1-AFU-90-3
22			at MAJCOMs and intermediate commands	
23			at installations	
24	community service program	reports	at HQ AFMPC/MPCASC	destroy when superseded, obsolete, or no longer needed. AUTH. N1-AFU-90-3
25			at other than HQ AFMPC/MPCASC	destroy after 2 years AUTH. N1-AFU-90-3
26		legal agreements and permits obligating the AF		destroy when superseded, obsolete, or no longer needed. AUTH. N1-AFU-90-3
27	locator or personnel data	cards, machine listings, rosters and comparable data		destroy when superseded, or on reassignment or separation of individual (See Note 1). (See table 37-3 for postal

TABLE 37-15
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
28	duty rosters	rosters, forms and other records		directory) AUTH: N1-AFU-90-3 destroy after 6 months or on inactivation of unit, whichever is sooner. AUTH: N1-AFU-90-3
29	individual record of duty	for military personnel		destroy after individual separates, retires, transfers, or when no longer needed. AUTH. N1-AFU-90-3
30		cards used to record attendance of contract technical service and similar personnel		destroy when no longer needed for audit purposes. AUTH: N1-AFU-90-3
31	internal inspections/self-inspection checklists/inventories (not covered elsewhere)	letters, checklists, report of findings, and documents pertaining to periodic local inspections/inventories and are not a part of or needed to document another record series covered elsewhere		destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner. AUTH. N1-AFU-90-3
32	overtime requests			see tables 21-2 and 34-14. AUTH. N1-AFU-90-3
33	gifts from foreign governments to AF personnel, consultants and their dependents	background information related to gift presentations, requests to retain gifts for official use, appraisals, request approvals, reports, guidance on accepting gifts, investigative data, administrative or disciplinary action against violators of gift acceptance and reporting provisions		destroy after 30 years or when no longer needed, whichever is sooner. AUTH. N1-AFU-90-3
34	flexitime attendance records			see tables 34-14 and 177-21. AUTH. N1-AFU-90-3

NOTE(S):

1. When the reverse of AF Form 624 is used to record a disclosure of personal information covered by the Privacy Act, the form must be kept for at least 5 years from the date of the last disclosure or the life of the record, whichever is longer. (See AFIs 37-129 and 37-132)
2. RESERVED
3. RESERVED
4. Transfer to National Archives in 5-year blocks when record is 25 years old.
5. See table 36-26 for civilian personnel office authorities, table 64-4 for designation and appointment of contracting officers, table 37-3 for appointment of unit mail clerk, and table 177-17 for appointment of cashiers and agents

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 rules 1 and 3.

	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 37-16

WAKE ISLAND VITAL STATISTICS AND NOTORIAL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	vital statistics	applications, licenses, certificates, reports, registers, logs, etc., pertaining to marriages, births, deaths, divorce, dissolution of marriage, annulments, and related records	at Wake Island	dispose of by transferring to Government of Hawaii when Air Force administration of Wake Island is terminated AUTH NI-AFU-90-3
2	notaries public	applications for appointment as notary, recommendations, letters of appointment, logs and registers used to record notarization of records, and related records		

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 37-17

USAFA ADMINISTRATIVE RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Mechanically produced output products not covered elsewhere in this regulation	computer generated listings and rosters produced for scheduling, reference, statistics, and other purposes		destroy when superseded or no longer needed, whichever is sooner. AUTH NC1-461-82-15
2	Cadet Sponsor Programs	names of sponsors/participants and related records	at Cadet Extracurricular Activities	destroy after 1 year AUTH NC1-461-82-15
3	Command Post Administration	forms and reports including Officer in Charge Report, Senior Officer of the Day report, Cadets Wing Draft theft report, vehicle administratively restricted, and other related records	at Cadet Command Post	destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner AUTH NC1-461-82-15
4	Cadet Squadron Administration	forms and reports including Restriction Sign-In, Squadron Tour, Cadet in Charge of Quarters Report, Sign-In/Out Register, and other related records	at each cadet squadron	destroy 1 year after end of academic year or when no longer needed, whichever is sooner AUTH NC1-461-82-15
5		forms and reports including Charge of Quarters, Element Leader Weekly Report, Squadron Duty Officer Report, Request to Exceed Limits and other related records		destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner. AUTH NC1-461-82-15
6		Report of Offense		destroy 6 months after daily cutoff AUTH NC1-461-82-15

TABLE 37-17
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	Optical Scanning Service Request	forms specifying requirements on the optical scanner	at Academic Computing Services (DFTC)	destroy after 6 months or when no longer needed, whichever is sooner AUTH NC1-461-82-15
8	Optical Scanner	forms such as ratings, answer sheets, attendance sheets, and others, which are read by the optical scanner		destroy when no longer needed AUTH. NC1-461-82-15
9	Military Review Committee (MRC)	minutes of MRC which initiate corrective actions or make recommendations to Academy Board on cadets deficient in military performance and aptitude for commissioned service	record copy at Cadet Policy Division	destroy after 4 years AUTH NC1-461-82-15
10	Curriculum Committee	meeting minutes, change proposals, and related records on curriculum changes	record copy at Office of the Registrar	retire as permanent (note 1) AUTH N1-461-92-5
11	Scheduling Committee Actions	forms consolidating information for presentation to Scheduling Committee for utilization of cadet time, agenda, and minutes		destroy after 1 year AUTH. NC1-461-82-15
12	Academy Board	minutes, results, and decisions of the Academy Board meetings, and background material	record copy at Director of Admissions	retire as permanent (note 2) AUTH N1-461-92-5
13	Academic Review Committee (ARC)	computer printout of cadets academically deficient, including recommendations/ decisions by the committee made to the Academy Board	record copy at Office of the Registrar on enrolled cadets	destroy 1 year after graduation, or when no longer needed, whichever is sooner. AUTH. NC1-461-92-2
13.01			record copy at Office of the Registrar on disenrolled cadets	destroy 1 year after cadet's class graduates AUTH N1-461-92-2
14	Physical Education Review Committee (PERC)	minutes and background material supporting the PERC which considers the overall performance of cadets deficient in the physical education program; makes appropriate recommendations to Director of Athletics and Academy Board	record copy at Physical Education Department	destroy after 4 years AUTH NC1-461-82-15
15	Cadet Club Administration	forms, reports, and correspondence used for administering club funds and activities	at Cadet Extracurricular Activities	destroy after 1 year or when no longer needed, whichever is sooner. AUTH NC1-461-82-15
16	Minutes of Meetings	minutes and related correspondence of Academy Committees, such as Military Review Committee, Curriculum Committee, Scheduling	info copies	

TABLE 37-17

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		Committee, Academy Board, Academic Review Committee, etc		
17	Cadet Administrative Management Information System	data system containing various information collected on cadets while they are at the Academy such as admission dates, physical characteristics, grades, awards course of study and other similar data	used as working file for personnel transactions and producing various output products for statistical studies and management purposes	destroy after 6 years, or transfer to the Educational Research Data Base, as applicable. AUTH. NC1-461-82-15
18	curriculum handbooks			retire as permanent. (note 1)AUTH: NC1-461-85-2
19	Academy catalogs			retire as permanent. (note 1)AUTH: NC1-461-85-2

NOTE(S):

1. Transfer to the National Archives in 5 year blocks when latest records are 25 years old.
2. Transfer to the National Archives in 5 year blocks when latest records are 50 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 rules 10, 12, 18, and 19

	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 37-19
RECORDS MANAGEMENT PROGRAM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	records management planning	records pertaining to development, establishment, supplementation, and issuance of records management policies and procedures governing conduct of AF- and command-wide records management program (see AFI 37-122)		destroy when 6 years old or when no longer needed, whichever is later (See Notes 2 and 7) AUTH N1-AFU-90-3
2	files maintenance and disposition	Files Maintenance and Disposition Plan, Files Disposition Control Label and related records		destroy when superseded, obsolete, or no longer needed AUTH: N1-AFU-90-3
2.01		electronic files of files maintenance and disposition plans and disposition control labels		erase when obsolete, superseded or no longer needed. AUTH N1-AFU-90-3
3	retirement, transfer, or shipment of records (SF 135, SF 258)	forms and related correspondence used to retire, transfer or ship records (See Note 4)	at offices of initiators below HQ USAF for records placed in staging areas	destroy when no longer needed (See Note 5) AUTH. N1-AFU-90-3
4			at office of record manager (RM) for records placed in staging areas	destroy when all records listed have been retired or destroyed (See Note 5). AUTH. N1-AFU-90-3
5			at RMs, command records managers (CRM) and other offices for records retired to records centers	destroy when all records listed have been destroyed or transferred to the National Archives, or when no longer needed, whichever is later (See Note 5). AUTH. N1-AFU-90-3
6			at RM, CRM, and other offices for records transferred between AF activities and between AF activities and other agencies	destroy after 1 year or when no longer needed, whichever is later. AUTH. N1-AFU-90-3
7			electronic files of forms or related records used to retire, transfer or ship records	

TABLE 37-19

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	Air Force Material for publication in the Federal Register	records relating to the preparation, coordination, and submission of reports, regulations having a direct impact on the public, Air Force documents having a general applicability and legal effect, documents that must be published by an Act of Congress, descriptions of departmental and field organizations; procedures used by the Air Force to conduct its business with the public; notices of hearings and advisory committee meetings	at SAF/AAIQ	destroy after 7 years (See Note 1) AUTH. N1-AFU-87-25
8.01			at originating offices	they become background material to the related publications (see table 37-7) or are incorporated and disposed of with the records to which they pertain. AUTH: N1-AFU-87-25
9	records disposition recommendations	recommendations for new or revised disposition instructions for AF records	at SAF/AAIQ	destroy when related records are destroyed, or transferred to National Archives, or when no longer needed for administration or reference purposes AUTH N1-AFU-90-3
10			at records management offices reporting directly to SAF/AAIQ	destroy 1 year after disposition instructions are published, 1 year after specific instructions are received if not published in AFMAN 37-139, 1 year after disapproval, or when no longer needed, whichever is later. AUTH N1-AFU-90-3
10.01			at activities other than rules 9 and 10	destroy 1 year after disposition instructions are published, 1 year after specific instructions are

TABLE 37-19

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				received if not published in AFMAN 37-139; or 1 year after disapproval AUTH. N1-AFU-90-3
11	records management reports	annual or other reports of records holdings and disposition including the report of classified records retention and disposition	at SAF/AAIQ	destroy after 3 years, or when no longer needed for reference or analysis, whichever is later (See Note 7) AUTH: N1-AFU-90-3
12			at MAJCOMs and below	destroy when 2 years old, or when no longer needed, but not later than 6 years (See Note 7) AUTH: N1-AFU-90-3
13	(RESERVED)			(RESERVED)
14	document imaging systems (approved)	records pertaining to development, establishment, issuance of procedures relative to systems; proposals for approval of systems; changes to approved systems, cancellation or completion of approved systems (formerly, microform systems)	at SAF records management office	destroy 6 years after formal system cancellation or completion. AUTH: N1-AFU-90-3
15			at records management offices below HQ USAF and at implementing offices	destroy when system is cancelled or completed AUTH: N1-AFU-90-3
16	document imaging systems (disapproved)		at SAF and MAJCOM records management offices	destroy 6 years after disapproval AUTH: N1-AFU-90-3
16.01			at originating offices	destroy 2 years after disapproval. AUTH: N1-AFU-90-3
17	other records management operations	records related to requests for filing equipment, presentation of training courses, and other records management operations not covered elsewhere	at records management offices and FARMs	destroy when no longer needed (See Note 7) AUTH: N1-AFU-90-3
18	Microform Production Facilities	requests for approval with supporting records and records of approval	at approving offices	destroy 10 years after inactivation of Microform Service Centers AUTH. GRS16,ITEM10
19			at implementing levels at other than approved	destroy on inactivation of Microform Service

TABLE 37-19

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			offices	Centers. AUTH GRS16,ITEM10
20	(RESERVED)			(RESERVED)
21	document image inspections	log documenting inspection of imaged records (such as, microforms and optical disks), as required by Federal law, including description of the record tested, record category date, elements of inspection, results, and action taken to correct defects		destroy 3 years after date of last entry AUTH GRS16,ITEM10a
22	document image inspection reports	reports made to the National Archives and Records Administration on the results of document image inspections, as required by Federal law, and related correspondence		destroy when 3 years old AUTH GRS16,ITEM10b
23	Freedom of Information Act (FOIA) Program	correspondence relating to administering the FOIA		destroy after 2 years or when no longer needed for administrative use, whichever is sooner. AUTH N1-AFU-90-3
24		correspondence responding to requests for information granting access to all requested records, to requesters who provide inadequate descriptions, to those who fail to pay required fees, to requests which are referred to another agency for action, and to requests for which no records were found		destroy after 2 years AUTH N1-AFU-90-3
24.01		official file copy of requested records or those under appeal		dispose of according to disposition instruction for the related record, or with the related FOI request, whichever is later AUTH N1-AFU-90-3
25		(RESERVED)		(RESERVED)
26		denials of access to all or parts of records requested	not appealed	destroy after 6 years AUTH. N1-AFU-90-3
27			appealed	destroy 6 years after final determination by the Secretary of the Air Force, or 3 years after final adjudication by courts, whichever is later. AUTH. N1-AFU-90-3
27.01		(RESERVED)		(RESERVED)
28		files maintained for control purposes,	at FOI managers'	destroy 6 years after

TABLE 37-19

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		including registers and similar records listing date, nature of request and name and address of requester	offices	date of last entry on register or on other files; 6 years after final action by the Air Force or after final adjudication by the courts, whichever is later AUTH: N1-AFU-90-3
29		annual report to the Congress	at SAF/AAIQ	retire as permanent (See Note 8) AUTH: NC1-AFU-81-63 (GRS 14/19a)
30		(RESERVED)		(RESERVED)
31		other reports		destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
32		receipts for monies, cash collection sheets, and related accountable records	at FOI managers' offices	see table 65-1 and note 3 below AUTH: N1-AFU-90-3
33		legal opinions		see table 51-1. AUTH: N1-AFU-90-3
34	engineering data service/support centers (EDSCs) on non-AFMC bases (See Note 6)	records pertaining to development, establishment, supplementation, and issuance of management policies and procedures governing EDSCs or other comparable systems	at HQ USAF/MAJCOMs/FO As/DRUs records management offices	destroy 6 years after system cancellation (See Note 7) AUTH: N1-AFU-90-3
35		requests for establishment, supporting records and approval/disapproval correspondence	at approving offices	destroy 1 year after termination of system. AUTH: N1-AFU-90-3
36			at implementing offices	destroy upon termination of system AUTH: N1-AFU-90-3
37			disapproved at HQ USAF/MAJCOMs/FO As/DRUs records management offices	destroy 6 years after disapproval or on inactivation, whichever is sooner (See Note 7) AUTH: N1-AFU-90-3
38			disapproved at originating offices	destroy after 1 year. AUTH: N1-AFU-90-3
39	engineering data and drawings	reference copies of data maintained to service requesters	at EDSCs	destroy when superseded, obsolete, inactive, or when no longer needed, whichever is sooner (see table 23-15, rule 5). AUTH: N1-AFU-90-3

NOTE(S):

- 1 If litigation is involved, destroy after the 7-year retention period or after the law case is closed, whichever is later
- 2 If the records result in the issuance of a publication, it is handled according to table 37-7
- 3 When small volume makes it more practical, file and dispose of with records in rules 24, 26 and 27
- 4 See NOTE in AFI 37-138, paragraph 6 5 for procedure when the SF 135 is used as a receipt for classified records
- 5 Forward to the next higher records management office on inactivation
- 6 Records created as a result of prescribing directives for EDSCs on non-AFMC bases, will be disposed of per this table
Records created as a result of AFI 21-401 prescribing directive for EDSCs located on AFMC bases will be disposed of per 23-series tables
- 7 Retirement to federal records centers is not authorized
- 8 Records will be transferred to the National Archives in 5-year blocks when the most recent records are 15 years old (e g , 1970-74 records to be transferred in 1990)

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 29.

	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 37-20

PRIVACY ACT PROGRAM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Privacy Act general administrative files	records relating to the general administration of the Privacy Act of 1974, the AFI 37-132 and AFDIR 37-144 which are functional guidance, clarification and operating determinations not covered elsewhere in this table		destroy when superseded, obsolete or no longer needed AUTH. N1-AFU-90-3
2	Privacy Act case files	requests from and replies to individuals on whether a system of records contains a record pertaining to them which are not concurrently processed as requests for access or amendment of records (excluding the official file copy of the record requested)		
3		requests from and replies to individuals for access to or amendment of records pertaining to themselves and which are processed under the Privacy Act (AFI 37-132) and include approvals, denials, appeals, statement of disagreements, summaries or statements of AF reasons for not amending records, and all actions from initial request through final appeal (excluding the official file copy of the record requested)	for requests totally granted	destroy 2 years after date of reply. AUTH N1-AFU-90-3
4			for requests totally or partially denied and not appealed	destroy 5 years after date of reply AUTH. N1-AFU-90-3

TABLE 37-20
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5			for requests totally or partially denied and are appealed, exclusive of records in rule 6	destroy 4 years after final determination by the Secretary of the Air Force (SAF/AA), or 3 years after final adjudication by the courts, whichever is later. AUTH N1-AFU-90-3
6			statements of disagreement and AF justifications for refusal to amend a record which are filed with the subject individual's record, or maintained so as to permit ready retrieval and referral whenever the disputed record is disclosed	disposition is the same as the individual's record, or 4 years after final determination by the Secretary of the Air Force (SAF/AA), or 3 years after final adjudication by the courts, whichever is later AUTH N1-AFU-90-3
7	accounting disclosures of	records used for maintaining an accurate accounting of the date, nature and purpose of each disclosure of a record from a system of records to any person or another agency as required by AFI 37-132, and which show the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable; either filed in or maintained separately from the records to which they pertain		hold for the life of the disclosed record or destroy 5 years after the date of disclosure, whichever is later (See Notes 1, 3). AUTH N1-AFU-90-3
8	reports of systems of records	records relating to preparation, coordination and submission of notices of systems of records for publication in the Federal Register, including reports of new or changed systems, public or government agency comments and responses, published systems notices, justifications and approvals of exemptions, and annual or other evaluations of the relevancy and necessity of information in systems of records	at SAF/AAHQ, Privacy Act offices, and offices of systems managers	destroy after 2 years, or when no longer needed, whichever is sooner. AUTH. GRS14,ITEM26
9	official file copy of requested record			dispose of in accordance with

TABLE 37-20
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				disposition instruction for the related record, or with Privacy Act request, whichever is later AUTH N1-AFU-90-3
10	(RESERVED)			(RESERVED)
11	Privacy Act reports	Privacy Act Program annual reports	at SAF/AAIQ	retire as permanent (See Note 4) AUTH GRS 14/29a
12		feeder reports and inputs	at HQ USAF, MAJCOM and base Privacy Act offices and offices of systems managers	destroy after 2 years or when no longer needed, whichever is sooner. AUTH. N1-AFU-90-3
13	receipts for monies	receipts, cash collection sheets and related data maintained by offices collecting fees for copies of records		see table 177-17 (See Note 2 below). AUTH. N1-AFU-90-3
14	legal opinions	opinions establishing precedent or based on precedent opinions		see table 51-1. AUTH N1-AFU-90-3

NOTE(S):

1. Although the accounting of disclosure is required to be maintained for at least 5 years, the related disclosed record will be destroyed when it becomes eligible as prescribed elsewhere in this regulation.
2. Small volumes of money receipts may be filed and disposed of with documentation in rules 3, 4 or 5, as applicable
3. Action correspondence for disclosure or the AF Form 771, Accounting of Disclosures, or both, that are used to input data into the Privacy Act Tracking System (PATS) may be destroyed after 1 year or when no longer needed, whichever is sooner. PATS serves as the accounting of disclosure of record in these cases
4. Transfer to the National Archives when 15 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 11.

	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