

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-AFU-02-9	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date received 4-26-2002	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 6-25-02	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>75</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>26 Apr 02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S. Croom</i>		TITLE <i>Air Force Records Officer</i>
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 GRS OR SUPERSEDED JOB CITATION	10.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 62-1 through 62-2 Tables 63-1 through 63-10 Tables 64-1 through 64-17 Tables 65-1 through 65-3</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 NWML</i></p>		

These three rules (involving temporary electronic records) should be added to Tables 62-1 through 62-2, Tables 63-1 through 63-10, Tables 64-1 through 64-17, and Tables 65-1 through 65-3 of AFMAN 37-139.

	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.

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 rule that covers unscheduled records:

Table 62-1, Rule 1.

2. Rules "a," "b," and "c" will not apply to series relating to the following rules that cover permanent records or are cross-referenced to rules covering permanent records:

Table 62-2, Rule 1

Table 63-1, Rules 1 and 8

Table 63-3, Rule 6

Table 63-4, Rule 12

Table 63-10, Rules 3, 5, 6, 9, 11, 12, 14, and 21

Table 64-4, Rule 20

Table 65-1, Rules 11 and 23

Table 65-2, Rules 1, 5, and 9

62. **Developmental Engineering.** These tables cover records pertaining to policies and procedures on all aspects of developmental engineering, including systems, equipment, and supplies, and on engineering programs to improve an item.

TABLE 62-1
MANUFACTURING METHODS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Manufacturing Methods Program	records relating to the establishment of policies, procedures, objectives, technical assistance, and consultation	at HQ USAF	disposition pending. AUTH: Unscheduled
2			at OPRs designated by HQ AFMC	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
3	manufacturing methods project files	contractual and procurement records; financial management reports; progress letters; patent, copyright, exhibits, and other supporting data; interim engineering reports, photographs, drawings, motion picture film, slides, X-rays, diagrams, schedules, preliminary specifications, revised processes, procedures, and other supporting data; final technical reports describing the manufacturing methods required; detailed specifications, pertinent bibliography, glossary, symbols, recommendation for changes in military specifications; and related data	at OPRs designated by HQ AFMC	destroy 30 years after completion or termination of manufacturing methods project (see table 61-1, rule 17, for rejected unsolicited proposals). AUTH: N1-AFU-92-26
4			at responsible system/ project office	retire with applicable system/project/task case file. 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.

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 62-2
VALUE ENGINEERING PROGRAM RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	value engineering	policies and implementing instructions	at HQ USAF and MAJCOMs	retire as permanent (See Note). AUTH: NN-173-313
2			below MAJCOMs	destroy after 5 years. AUTH: N1-AFU-90-3
3		procedures, actions and status reviews of the value engineering program		
R U L E	If the records are or pertain to	consisting of	which are	then
4	implementing plans	objectives, task descriptions management reviews, in-house projects and related activity records	below HQ USAF	destroy 1 year after rescission or supersession. AUTH: N1-AFU-90-3
5	evaluations and reports	statistical summaries of value engineering actions and related records		destroy 3 years after close of FY. 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" and "b" do not apply to rule 1.

and "c"

	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.

63. Acquisition. These tables cover records pertaining to all aspects of the Air Force Acquisition System.

TABLE 63-1				
INDUSTRIAL READINESS AND MOBILIZATION				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	industrial mobilization and procurement planning	facility allocations, procurement planning schedules, planning studies and reports submitted by industrial concerns, inspection reports, specifications, drawings, and related correspondence		retire as permanent (See Note). AUTH: NC1-AFU-80-8
2	national industrial plant reserve program	forms and correspondence on annual inspections of departmental industrial and national industrial reserve plants		destroy after 2 years. AUTH: N1-AFU-90-3
3		mobilization planning status of government-owned or sponsored plants, and related records	at HQ AFMC	
4	DOD industrial readiness planning program	requests for registration of plants, notice of transfer requests for changes in current register of planned emergency producers, requests for planning authority, schedules, planning agreements, production planning records, factual data concerning production capabilities, plant loading records, allocation of capacity, application forms reports correspondence, and related or comparable records		destroy when superseded, when planning actions desired are reflected in revised register of planned emergency producers, or after facility has been dropped from the program, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 63-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	procurement reserve program	production planning schedules		destroy 18 months after superseded or obsolete. AUTH: N1-AFU-90-3
6		production and facility data		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
7		worksheet data		destroy when information has been incorporated into the applicable format report. AUTH: N1-AFU-90-3
8	consolidated Republic of Vietnam Air Force (RVNAF) improvement and modernization program	production planning schedules, DOD guidelines for T-day studies, impact data covering production stretchouts, etc.,		retain as permanent (See Note). AUTH: NC1-AFU-80-8
9		worksheet data and backup information		destroy 1 year after data is transferred onto the applicable format report. 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" and "b" do not apply to rules 1 and 8.

and "c"

	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 63-2

INDUSTRIAL EQUIPMENT RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	property records	DOD property record, DOD property supplementary data, and similar forms and records	at the designated monitoring activity, and used for inventory control	destroy when no longer needed, or 2 years after final disposition of the equipment, whichever is sooner. AUTH: N1- AFU-90-3
2			at activities other than the monitoring activity, and used in various phases of inventory, reallocation, turn-in of industrial equipment, or similar purposes	destroy on completion of action. AUTH: N1- AFU-90-3

TABLE 63-2
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	historical files	inventory, inspection, and change data or supplementary data, packing lists which describe the basic item and list all accessories and auxiliaries identified to the basic item, inspection and test records, reports and forms (such as analytical test forms, work orders, maintenance expenditures cost estimates of repairs or rebuild), and related data which fully depicts the current operating conditions of the equipment; purchase order, purchase description, receiving reports DIPEC movement notice, shipping record, damage or shortage reports, and related control records which are retained in other administrative or official contract files or used for other purposes; and technical data, including operating and installation instructions, diagrams of electrical and hydraulic systems and utility connections, photographs, manuals, and other manufacturers literature, machine parts lists, and lubricating charts	at DOD components	send the historical file to the consignee. AUTH: N1-AFU-90-3
4			at a non-DOD agency or organization, or sold	offer the file, consisting only of the technical data (such as drawings, diagrams, manuals and other manufacturers literature and analytical test forms), for transfer with the installation plant equipment. AUTH: N1-AFU-90-3
5			item of IPE	destroy all historical record data pertaining to an item of IPE that is no longer needed. AUTH: N1-AFU-90-3
6			destroyed or abandoned	destroy all historical data on an item of IPE destroyed or abandoned except technical manuals, manufacturers literature, and similar

TABLE 63-2
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				data which may be needed by the disposing activity to complete or establish historical records for another industrial plant equipment item. AUTH: N1-AFU-90-3
7			at the former AFDIER Storage Site #7, and transferred to NPRC (MRC)	destroy after 5 years. AUTH: N1-AFU-90-3
8		manual data forms maintained with equipment in current use filled-in and last entries have been carried to new forms		retain as part of the equipment historical file, or destroy after 3 months if they do not contain history information. 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 63-3

INDUSTRIAL FACILITIES RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Industrial Defense Survey	records used in conducting a survey of a facility to determine the areas, elements, or other aspects of portions of the facility which should be protected, and how to best protect them	superseded, or facility is deleted from the key facilities list	destroy when no longer needed. AUTH: NI- AFU-90-3
2			at a facility whose industrial defense cognizance has been transferred	transfer the complete file to the gaining activity. AUTH: NI- AFU-90-3

TABLE 63-3				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	Program Funding	studies, reports, funding justifications, manual and mechanized statistical summaries and tabulations, working papers, other supporting data and related correspondence accumulated when annual industrial program funding determinations are compiled which reflect by specific system program, or project, the facilities, resources, and requirements (real property acquisition, facilities expansion, plant maintenance, equipment and equipment modernization or replacement, etc.)	at HQ USAF and MAJCOMs (See Note 1)	destroy 2 years after close of the FY in which appropriation was made available for obligation, or on receipt of notification of liquidation of funds AUTH: GRS5,ITEMS1&4
4			below MAJCOMs	
5	(RESERVED)			(RESERVED)
6	Industrial Facilities Case Files	real property records which relate to facility leases, leaseholds, contractor's agreement, contractor appendices, AF final drawings of facility expansion, authorization of acquisition of facilities, facility contract, delegations of authority, powers of attorney, and similar legal records reflecting the planning, acquisition, and administration of facility projects		Permanent; transfer to NARA 50 years after inactivation of facility (see note 2) AUTH: N1-AFU-81-32
7			with a prime contract	destroy in accordance with table 64-1. AUTH: N1-AFU-90-3
8	general purpose production equipment records	records related to Government-owned equipment or machinery furnished to contractors, including subcontractors, when specifically provided for in the terms of a written contract, bailment agreement, or lease		
9	facility capability report system	preaward survey of prospective contractor general, facility advisory board actions, replies to the buyer, supplemental correspondence relative to a contractor's facilities equipment, engineering capabilities, financial status, quality control and productive capacity, and comparable records		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3

NOTE(S):

1. Consolidated funding determinations are forwarded to the Director of the Budget, HQ USAF by Financial Status of RDT&E and Procurement Program.
2. Records sent to FRCs prior to 1 January 1994 are interspersed with disposable records covered by Rule 6.01. During archival processing by NARA staff at the time of transfer to NARA the minor facility modification contract will be segregated and will remain in an FRC until eligible for disposal.

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 6.

and "c"

	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 63-4				
PRIORITIES AND ALLOCATIONS RECORDS				
RULE	A	B	C	D
1	If the records are or pertain to register of contractor requirements and priorities assistance requests	consisting of requirements and priorities assistance requests with control number	which are at the OPR	then destroy 1 year after final processing. AUTH: N1-AFU-90-3
2 thru 7	(RESERVED)			(RESERVED)
8	Title I Program Office Operating Procedures	operating procedures, organizational charts, etc.,	at MAJCOMs	destroy after 10 years. AUTH: N1-AFU-90-3
9	Title I Program Office Operating Procedures - below MAJCOM		below MAJCOM	destroy when superseded, obsolete, or rescinded. AUTH: N1-AFU-90-3
10	bills of materials and unit weight summaries	raw, basic processed, and semifabricated materials, unit weight listing for airframes, engines, etc.,	at MAJCOMs	destroy 25 years from date of bill of material (See Note). AUTH: N1-AFU-90-3
11			below MAJCOM	destroy on completion of contract (See Note). AUTH: N1-AFU-90-3
12	history of DMS and Defense Priority System (DPS)	sampling of organization and function charts, policy, procedures, and miscellaneous administration data	at MAJCOMs	retire as permanent. AUTH: NCI-AFU-79-54
13			below MAJCOM	destroy on completion of contracts. AUTH: N1-AFU-90-3
14	DMS audit reports	reports of installations and contractor plants and related correspondence	at MAJCOMs	destroy after 10 years. AUTH: N1-AFU-90-3
15			below MAJCOM	destroy 6 months after next clear audit. AUTH: N1-AFU-90-3
16	Critical & Strategic Materials (Historical)	reports, supporting data, and related correspondence	at MAJCOMs	destroy after 10 years. AUTH: N1-AFU-90-3
17	Critical & Strategic Materials (Historical) - below MAJCOM		below MAJCOM	destroy after 3 years. AUTH: N1-AFU-90-3
18	critical shortage case files	forms and correspondence on assistance to contractors or military installations in obtaining materials in short supply	at MAJCOMs	destroy 3 years after close of case. AUTH: N1-AFU-90-3
19			below MAJCOM	destroy 3 months after completion of action. AUTH: N1-AFU-90-3
20	(RESERVED)			(RESERVED)

NOTE(S):

1. The 1984 Defense Priorities and Allocations System regulation rescinded or replaced these records, which have now passed their destruction date.
2. Destroy bills when revisions are received and summarized.

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 12.

and "c"

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 63-5
CONSERVATION PROGRAM RECORDS (SEE NOTE)

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
1	reports	monthly reports	at HQ AFMC and contract management division	destroy after 1 year. AUTH: NI-AFU-90-3
2			at AF contract management divisions and AF plant representatives	destroy after 6 months. AUTH: NI-AFU-90-3
3		quarterly reports	at HQ AFMC and contract management divisions	destroy after 1 year. AUTH: NI-AFU-90-3
4	surveys			destroy after 2 years. AUTH: NI-AFU-90-3
5			at contract management districts and AF plant representatives	destroy after 1 year. AUTH: NI-AFU-90-3
6	minutes of advisory board meetings		at HQ AFMC, contract management divisions, AF contract management regions, and AF plant representatives	
7			at contract management region advisory boards to which they pertain	destroy after 2 years. AUTH: NI-AFU-90-3
8	USAF semiannual report on conservation of critical material		at HQ AFMC and contract management divisions	
9			at AF contract management districts and AF plant representatives	destroy after 1 year. AUTH: NI-AFU-90-3
10	brochures and/or conference minutes		at sponsoring activities	destroy after 5 years. AUTH: NI-AFU-90-3
11			at other than sponsoring activities	destroy after 2 years. AUTH: NI-AFU-90-3
12	bulletins and newsletters		at publishing activities	
13			at other than publishing activities	destroy after 1 year. AUTH: NI-AFU-90-3

NOTE: These records relate to and specify measures taken to conserve and attain the maximum utility of equipment, supplies, manpower, materials, and other resources necessary to national defense by making available ideas and suggestions in an interchangeable basis between defense agencies and interested contractors.

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 63-6

ACQUISITION QUALITY ASSURANCE RECORDS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
1	prime contracts and related data	copies of contracts, specifications, contract changes and amendments, records, forms, and other media used in planning, conducting, and recording the results of product inspection, auditing of both AF and contractor quality assurance systems and procedures, and effecting clearances of deficiencies revealed		destroy 1 year after final shipment on the contract. AUTH: N1-AFU-90-3
2	subcontracts and related data			destroy 6 months after final shipment on the subcontract. AUTH: N1-AFU-90-3
3	surveillance records	production identification charts, personnel distribution and duty assignment charts, product inspection records and summaries, procedures and systems reviews and summaries, discrepancy and corrective action records and summaries, quality trend charts and summaries, comparable forms and related papers		destroy 1 year after action has been completed, or 1 year after inactivation of activity, whichever is sooner. AUTH: N1-AFU-90-3
4	survey records	special survey records, staff summary reports, and related papers		destroy 18 months after action has been completed, or 1 year after inactivation of facility or operations, whichever is sooner. AUTH: N1-AFU-90-3
5	inspection records	contractor's written agreement and AF approval of single standard quality assurance system materials, and process certifications, and approvals of personnel and/or equipment comparable certifications or approvals, and related papers		destroy 6 months after cancellation of the certification and/or approval, or inactivation of facility, whichever is sooner. AUTH: N1-AFU-90-3
6		inspection log sheets, material review board decisions, material inspection and receiving reports, inspector's copy of contractor's shipping record, invoice or packing sheet bearing approval stamp of AF inspector, AF flight test check lists, reports of discrepancies during acceptance inspection and flight test of aircraft, contractor's test reports, comparable forms, and related papers		destroy 1 year after action has been completed, or 1 year after inactivation of facility or operation, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 63-6
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	unsatisfactory, damaged, or defective material	report of damaged or improper shipment, comparable forms, reports and related papers		see table 21-4. AUTH: N1-AFU-90-3
8	other than AF contracts			destroy 1 year after final shipment on the related contract. AUTH: N1-AFU-90-3
9	foreign military sales (FMS) and NATO inspection case files	statement of inspection cost and certificate of inspection, offer and acceptance, foreign government requests, and related documents		destroy 3 years after US Government inspection is performed or case is closed. AUTH: N1-AFU-90-3
10	material inspection exchange agreements	copies of formal exchange agreements between the AF and other Government agencies in connection with the interchange of materials inspection service, applicable directives, correspondence filed therewith concerning transfer of inspection cognizance, inspection exchange agreement lists, reports of conferences, and related records		destroy 1 year after related exchange agreement is superseded or rescinded. AUTH: N1-AFU-90-3
11	photographic material inspection	radiographs, micrographs, and other film and prints acquired in the process of inspecting material before acceptance by the AF		destroy 6 months after final payment on related contract (See Note). AUTH: N1-AFU-90-3
12	quality deficiency reporting	Category I and II quality deficiency reports (QDRs) quality performance trends, summaries of contractor's performance and related deficiency reporting media occurring during modification, periodic depot maintenance (PDM), overhaul of aircraft, engines and aircraft components by depot maintenance facilities and by contractors		destroy 1 year after completion of corrective action. AUTH: N1-AFU-90-3
13			maintained for reporting deficiencies and the development of trends on the contractors performance and materiel as relates to work conducted at other than the depot maintenance facility	destroy 3 years after submission of the deficiencies for corrective action. AUTH: N1-AFU-90-3

TABLE 63-6
Continued.

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
14	USAF subsistence standardization files	subistence specifications, unsatisfactory material reports (subsistence), packaging improvement reports, consumer level quality audit program protocols and computer output, and related correspondence		destroy when no longer needed. AUTH: NI-AFU-90-3

NOTE: When photographic material inspection records relate to an unsettled claim, they are not destroyed until settlement of claim.

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

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

TABLE 63-7

SUPPLY QUALITY ASSURANCE RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	supply surveillance, inspection and analysis	destination acceptance inspection record and comparable records		destroy after 1 year. AUTH: N1-AFU-90-3
2		receiving inspection data summary, and comparable records		destroy after 3 months (EXCEPTION: when action is pending, destroy on completion of action). AUTH: N1- AFU-90-3
3		charts, graphs, trends, special and summary reports, and comparable records		destroy after 4 years. AUTH: N1-AFU-90-3
4	data establishing control requirements relative to acceptance at destination	copies of prime contracts, PRs/MIPRs, data sheets, contract changes, amendments, and other applicable data		destroy 6 months after receipt of final shipment on the contract. AUTH: N1- AFU-90-3
5	inspection instructions, standards and procedures	copies of stock lists, addenda, technical orders, manufacturers parts lists, specifications, drawings, and other records establishing identification, marking, and packaging requirements, reinspection dates, physical characteristics etc.,		destroy when superseded or obsolete. AUTH: N1-AFU-90-3

TABLE 63-7

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	materiel review board	board decisions, record of all board actions, follow-up control procedures used in remedying causes of discrepancies, etc.,	at materiel review boards relative to problems arising in destination acceptance, discrepancies in packing, marking and minor identification errors and more technical types of discrepancies involving questions of substitutions and variations from purchase orders, specifications, drawings, requirements etc.,	destroy 2 years after action has been completed, or 1 year after inactivation of the facility or operation, whichever is sooner. AUTH: N1-AFU-90-3

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

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

TABLE 63-8
QUALITY ASSURANCE STAMP RECORDS

	A	B	C	D	
R U L E	If the records are or pertain to	consisting of	which are	then	
1	quality assurance (QA) stamp records	records pertaining to requests for stamps from and turn-in of stamps to, parent QA office, including letters of transmittal and acknowledgments of receipt		destroy 1 year after return of related stamps to parent QA office. AUTH: NI-AFU-90-3	
2		records pertaining to issuance of a stamp to an individual and to subsequent loss or turn-in		destroy 1 year after final turn-in of stamp by individual. AUTH: NI-AFU-90-3	
3		semiannual certification of accountability		destroy when superseded or obsolete. AUTH: NI-AFU-90-3	
4		perpetual inventory of stamps, including type, stamp number date of issue, and unit or individual's name			
5		unissued stamps		at MAJCOMs	destroy when unserviceable or no longer needed. AUTH: NI-AFU-90-3
6				below MAJCOMs	send to parent QA office when unserviceable or no longer needed, as applicable. AUTH: NI-AFU-90-3

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

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

TABLE 63-9
ACQUISITION MANAGEMENT RECORDS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then	
1	system acquisition program files	initial required operational capability (ROC), development concept paper/decision coordinating papers (DCP), program management directive (PMD), preliminary design, advance planning, baselines, and decisions accomplished in the conceptual phase of the acquisition life cycle	at planning activities having primary responsibility for approved systems	send to system program office on program approval. AUTH: N1-AFU-90-3	
2			at planning activities having primary responsibility for systems terminated during the conceptual phase	destroy 10 years after the termination of program (See Note 1). AUTH: N1-AFU-90-3	
3			at system program offices	retain under rule 5. AUTH: N1-AFU-90-3	
4			at other activities	destroy when the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3	
5			program management plan (PMP), updated PMDs and supplements, basic management plans, approved development concept papers, advance procurement plan, real property facilities plan, test plans/results, risk assessments, milestones, and program decisions accomplished during the validation, full scale development, baselines, production and deployment phases of the acquisition life cycle	at system program offices	destroy 30 years after the system is terminated or phased out of the inventory. AUTH: N1-AFU-90-3
6				at monitoring, supporting, testing, and participating activities	destroy when the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 63-9

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
7	Program Management Responsibility Transfer (PMRT) and Turnover Package Files	support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system	at system program offices	send to using/supporting command in accordance with the PMRT and turnover agreement. AUTH: N1-AFU-90-3
8			at system program offices but not needed by the using/supporting command or when no such command exists	destroy 6 years after the system is phased out of the inventory, or terminated (See Note 2). AUTH: N1-AFU-90-3
9			at the using/supporting commands	
10			at monitoring, supporting, participating and testing activities	destroy on completion of the transfer or termination of the system. AUTH: N1-AFU-90-3
11	selected acquisition reports	quarterly reports		destroy 3 years after the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
12	memorandums of agreement (MOAs)	documents negotiated between contract management organizations and program offices for contract administration support	at HQ AFCMD, AFPROs, AFCMOs, program managers, and monitoring organizations	destroy when superseded or on termination of contract administration support of the program. AUTH: N1-AFU-90-3
13	DoD plant cognizance program case files	questionnaires, agreements and related records created under the DoD Contract Administration Services Plant Cognizance Program between HQ AFCMD and DoD Military Departments and Defense Agencies when the Air Force is the executive agency	at HQ AFCMD	destroy 10 years after plant cognizance has been transferred from HQ AFCMD. AUTH: N1-AFU-90-3
14			at AFPROs and monitoring organizations	destroy 6 months after plant cognizance transfer, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
15	defective parts and components control program	government-industry data exchange program forms (ALERT)	at system program offices	destroy on inactivation. AUTH: N1-AFU-90-3

NOTE(S):

1. Destroy materials related to on-going programs when no longer needed.
2. Destroy records placed in administrative hold by the Renegotiation Board 6 years after the final determination of excess profits.

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 63-10
INTERCONTINENTAL BALLISTIC MISSILE (ICBM) ACQUISITION MANAGEMENT DOCUMENTATION

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
1	system acquisition program files	initial required operational capability (ROC), developmental concept paper/decision coordinating papers (DCP), program management directive (PMD), preliminary design, advance planning, baselining documents, and decisions accomplished in the conceptual phase of the acquisition life cycle	at planning activities having primary responsibilities for approved systems	send to HQ BSD, on program approval. AUTH: N1-AFU-86-7
2			at planning activities having primary responsibility for systems terminated during the conceptual phase	destroy 10 years after the termination of program (See Notes 1 and 6). AUTH: N1-AFU-86-7
3			at HQ BSD	see rule 5. AUTH: N1-AFU-86-7
4			at other activities	destroy when the system is phased out of the inventory, terminated or when no longer needed, whichever is sooner. AUTH: N1-AFU-86-7
5		program management plan (PMP), updated PMDs and supplements, basic management plans, approved development concept papers, advance procurement plan, real property facilities plan, test plans/results, risk assessments, milestones, baselining documents and program decisions accomplished during the validation, full scale development, production and deployment phases of the acquisition life cycle	at HQ BSD	2 years after Program Management Responsibility Transfer (PMRT), retire as permanent following screening for possible inclusion in HQ BSD historical files. (See Notes 2, 5, 8). AUTH: N1-AFU-86-7

TABLE 63-10

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
6			at HQ BSD subordinate field test activities and Site Activation/Alteration Task Forces (SATAF)	upon completion or cancellation of activity, transfer records to HQ BSD OPR. For those activities with no assumption of program responsibility at HQ BSD, offer records to HQ BSD/HO for possible accession into HQ BSD historical files and retirement as permanent (See Notes 2, 5 and 8). AUTH: N1-AFU-86-7
7			at non-HQ BSD monitoring, supporting and participating activities	destroy when the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner. AUTH: N1-AFU-86-7
8	Program Management Responsibility Transfer (PMRT) and Turnover Package Files	support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system	at HQ BSD	send to using/supporting command in accordance with the PMRT and turnover agreement (See Note 3). AUTH: N1-AFU-86-7
9			at HQ BSD, but not needed by the using/operating command or when no such command exists	2 years after Program Management Responsibility Transfer (PMRT), retire as permanent following screening for possible inclusion in HQ BSD historical files. (See Notes 2, 5, 8). AUTH: N1-AFU-86-7
10			at the using/supporting commands	destroy 6 years after the system is phased out of the inventory or terminated (See Note 4). AUTH: N1-AFU-86-7
11			at HQ BSD	transfer to HQ BSD/HO

TABLE 63-10
Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
			subordinate field test activities (not designated as Site Activation/Alteration Task Forces (SATAF))	for screening and subsequent retirement as permanent (See Notes 2, 5 and 8). AUTH: N1-AFU-86-7
12			at Site Activation/Alteration Task Forces (SATAF)	transfer to supporting Air Logistics Center or operating command. If neither requires the records, transfer to HQ BSD/HO for screening and subsequent retirement as permanent (See Notes 2, 5 and 8). AUTH: N1-AFU-86-7
13			at non-HQ BSD monitoring, supporting, participating and testing activities	destroy on completion of the transfer or termination of the system. AUTH: N1-AFU-86-7
14	recurring management reports sent outside the Air Force	selected acquisition reports, unit cost reports, unit cost exception reports, defense acquisition executive summaries	at HQ BSD	Two years after Program Management Responsibility Transfer (PMRT), retire as permanent following screening by HQ BSD/HO (See Notes 2, 5 and 8). AUTH: N1-AFU-86-7
15			at non-HQ BSD activities	destroy 1 year after the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner. AUTH: N1-AFU-86-7
16	memorandums of agreement (MOAs)	documents negotiated between contract management organizations and program offices for contract administration support	at any activity	destroy when superseded or on termination of contract administration support of the program, whichever is sooner. AUTH: N1-AFU-86-7
17	DOD plant cognizance program case files	questionnaires, agreements and related documents created under the DOD Contract Administration Services Plant Cognizance Program between	at HQ AFCMD	destroy 10 years after plant cognizance has been transferred from HQ AFCMD. AUTH:

TABLE 63-10				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		HQ AFCMD and DOD Military Departments and Defense Agencies when the Air Force is the executive agency		NI-AFU-86-7
18			at AFPROs and other monitoring agencies	destroy 6 months after plant cognizance transfer, or when no longer needed, whichever is sooner. AUTH: NI-AFU-86-7
19	defective parts and components control program	government-industry data exchange program forms (ALERT)	at HQ BSD	destroy on inactivation. AUTH: NI-AFU-86-7
20	Support Agreements for SATAFs	memorandums of agreement, host- tenant, BSRO, etc..	at site activation/alteration task forces (SATAF)	destroy when superseded or on termination agreement. AUTH: NI-AFU-86-7
21	test site location surveys	planning documents relating to locating an ICBM test program at a specific location	at HQ BSD and HQ BSD subordinate field activities	Two years after PMRT, retire as permanent following screening for possible inclusion in HQ BSD historical files (See Notes 2, 5 and 8). AUTH: NI-AFU-86-7
22	data bases	systems requirements analysis, (including simulation and analytic models or software programs for resource demand)	at HQ BSD	destroy when superseded, obsolete or no longer needed (See Note 7). AUTH: NI- AFU-86-7
23	long-term concept and development/study efforts			

NOTE(S):

1. If HQ BSD/HO deems these records of historical value, make photocopies of originals for accession into HQ BSD unit historical files prior to retirement. Original source documents will be retired.
2. HQ BSD/HO will screen records for possible inclusion in unit historical files. After photocopying those original source documents, HQ BSD/HO will prepare the SF 135 to retire the records. The SF 135 will include the Program Management Responsibility Transfer (PMRT) date.
3. Prior to Program Management Responsibility Transfer (PMRT), HQ BSD/HO will be afforded the opportunity to screen records for those deemed historically valuable. Records deemed historically valuable will be photocopied by HQ BSD/HO. Office of record possessing the records will prepare the SF 135 to transfer the records to the operating/supporting/training command.
4. Destroy documents placed in administrative hold by the Renegotiating Board 6 years after the final determination of excess profits.
5. If the records are converted to microform, master microform copy (silver halide master) will be immediately retired to a federal records center affording temperature- and humidity-controlled storage. Source documents (original paper copies)

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will be screened by HQ BSD/HO, then retired as permanent. The SF 135 will include the Program Management Responsibility Transfer (PMRT) date. HQ BSD/HO will make photocopies as required. Duplicate diazo copies of the microform will be retained until no longer needed and then transferred to HQ BSD/HO. HQ BSD/HO will retain these duplicates under Table 84-1 as historical source documents.

6. Destroy materials related to on-going programs when no longer needed.

7. If records are converted to microform, master microform copy (silver halide master) will be immediately retired to a federal records center affording temperature- and humidity-controlled storage. Source documents (original paper copies) will be screened by HQ BSD/HO. Duplicate diazo copies of the microform will be retained until no longer needed and then transferred to HQ BSD/HO. HQ BSD/HO will retain these duplicates under Tables 84-1 or 37-14. Source documents (original paper copies) not retained by HQ BSD/HO may be destroyed after microfilming provided the microforms pass quality assurance inspection requirements.

8. For Peacekeeper and subsequent intercontinental ballistic missile (ICBM) weapon systems, transfer to National Archives ten years after Program Management Responsibility Transfer (PMRT) date. Earlier ICBM weapon system records will be transferred to the National Archives in 1995.

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 rules 3, 5, 6, 9, 11, 12, 14, 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.

64. **Contracting.** These tables cover records relating to policies and procedures governing the contracting for supplies and services the Air Force needs to accomplish its mission.

TABLE 64-1

CONTRACTING

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	General Contract Case Files - \$25,000 or Less/Construction Under \$2,000	contracts, requisitions, purchase order, lease and bond surety records, including correspondence and related papers pertaining to award, administration; receipt, inspection and payment, and other records prescribed in the Federal Acquisition Regulation 48 CFR 4.803; contracting or purchase organization copy and related papers for internal audit purposes	transactions of \$25,000 or less and construction contracts of \$2,000 or less	destroy 3 years after final payment. AUTH: GRS3,Item3a(2)
2	General Contract Case Files - Over \$25,000/Construction of \$2,000 or More		transactions of more than \$25,000 and all construction contracts over \$2,000	destroy 6 years and 3 months after final payment. AUTH: GRS3,Item3a(1)
3	Utility Contracts	utility contracts containing records of payment by the government for connection or termination charges associated with the service or records of payments to become due to the government by the supplier (e.g., electric cooperatives, etc.)		destroy 15 years after close of contract/final clearance/settlement AUTH: N1-AFU-90-3
4	Utility Contracts - Delivery Orders Over \$10,000	delivery order transactions for more than \$10,000 written against utility requirements contracts to provide payment for services received		destroy 6 years after payment/final clearance/settlement AUTH: N1-AFU-90-3

TABLE 64-1				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	Utility Contracts - Delivery Orders for \$10,000 or Less	delivery order transactions for \$10,000 or less written against utility requirements contracts to provide payment for services received		destroy 1 year after payment/final clearance/settlement AUTH: N1-AFU-90-3
6	Unsuccessful Offers - Below Purchase Limit	general contract case files of all unsuccessful offers or quotations that pertain to contracts below the appropriate purchase limitation in Federal Acquisition Regulation		destroy 1 year after date of award or until final payment whichever, is later. (Exception: If the contracting officer determines that the files have future value to the Government, retain and destroy when no longer needed.) AUTH: N1-AFU-90-3
7	Contract Status, Expediting, and Production Surveillance	contract status (progressing), expediting, and production surveillance records		destroy 6 months after final payment. AUTH: N1-AFU-90-3
8	Contract Case Files - Signed	signed originals of justifications and approvals and determination and findings required by FAR Part 6, and of supporting documents and data		destroy 6 years and 3 months after final payment. AUTH: N1- AFU-90-3
9	Labor Compliance	labor compliance records, including equal employment opportunity records		destroy 3 years after final payment. AUTH: N1-AFU-90-3
10	General Contract Case Files - Information Copies	information copies		destroy 3 months after final payment or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
11	General Contract Case Files - Other Below Purchase Limit	records or documents other than those in Federal Acquisition Regulation pertaining to contracts below the appropriate small purchase limitation in Federal Acquisition Regulation		destroy 1 year after final payment. AUTH: N1-AFU-90-3
12	General Contract Case Files - Other Above Purchase Limit	records or documents other than those in Federal Acquisition Regulation pertaining to contracts above the appropriate small purchase limitation in Federal Acquisition Regulation		destroy 6 years and 3 months after final payment. AUTH: N1- AFU-90-3
13	Contractor General Files	records pertaining generally to the contractor as described in Federal Acquisition Regulation	at purchasing and contract administration offices	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
14	Contractor General Files - Duplicate/Working	duplicate or working copies		destroy when no longer needed. AUTH: N1- AFU-90-3

TABLE 64-1

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
	Copies			
15	Solicited and unsolicited unsuccessful bids	relating to transactions above the appropriate small purchase limitation in Federal Acquisition Regulation	filed separately from contract case files	destroy when related contract is completed. AUTH: N1-AFU-90-3
16	Transactions That Do Not Obligate Funds	indefinite deliver-type contracts, call procurement arrangements, basic ordering agreements, and related records		destroy 6 years after expiration or termination. AUTH: N1-AFU-90-3
17	Cancelled Procurement Actions	purchase orders and contracts which were cancelled before legally effective contracts were consummated, and related procurement records-such as notification of cancellation, various contractual forms, related correspondence, and other papers, and, if funds have been allocated, copy of the notification that the funds are to be cancelled (see FAR 4.801 (c)(1))		destroy 5 years after date of cancellation. AUTH: N1-AFU-90-3
18	Subcontracts Written Under a Fixed-Price Prime Contract	contracts or lists of vendors submitted for approval as to source only	at the contracting offices administering the prime contract	destroy on completion of the subcontract. AUTH: N1-AFU-90-3
19	Armed Services Board of Contract Appeal cases	notice of appeal, utility contract delivery orders over \$10,000, complaint, answer (and/or motion), trial attorney's work papers, transcript of proceedings before the Board in support of the parties' positions with regard to an appeal taken under dispute clause of AF contract, together with working papers of trial attorney charged with responsibility of representing AF before the Board		destroy 10 years after final action on decision. AUTH: N1-AFU-90-3
20	Engineering Change Proposals	ECPs recommended for adoption by the AF, but not adopted, and ECPs withdrawn by the contractor		destroy after 2 years. AUTH: N1-AFU-90-3
21	Engineering Change Proposals - Rejected	rejected ECPs		destroy 6 months after final payment under the contract. AUTH: N1-AFU-90-3
22	Source Selection Proceedings	records of source selection boards, and their attendant working and evaluation groups	at procuring and/or technical evaluating offices	destroy with related contract. AUTH: N1-AFU-90-3
23	Source Selection - Successful Proposals	proposals furnished by a successful contractor	at the SPO or project monitor office	destroy 6 years after final payment of any contract resulting therefrom. AUTH: N1-AFU-90-3
24	Source Selection -	proposals submitted by unsuccessful		destroy with related

TABLE 64-1				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Unsuccessful Proposals	competitors		contracts. AUTH: N1-AFU-90-3
25	Source Selection Proceedings - Notes/Working Papers	notes and working papers of group members		destroy after 1 year. AUTH: N1-AFU-90-3
26	Small Business Program	records used in congressional hearing regarding past small business actions and initiatives, statistics, and related papers	at purchasing offices, contract administration offices, and MAJCOM small business staff elements	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
27	Individual Vendors	miscellaneous material indicating supplies and services offered by each vendor		destroy when individual document is superseded by a new record, when vendor is removed from list of suppliers, or on inactivation of the contracting activity, whichever is sooner. AUTH: N1-AFU-90-3
28	Numbered Contracting Letters	records used to announce contracting policies, procedures, instructions and solicitations-contract formats		destroy when superseded, obsolete and-or incorporated in the Federal Acquisition Regulation (FAR) or in a supplement to the FAR. AUTH: N1-AFU-90-3
29	Pricing Reviews	documents related to reviews of contractor price proposals subject to certification of cost or pricing data		destroy after 6 years from the date of final payment under the contract or after 9 years if conditions do not permit cross referencing of the pricing review file to the official contract file. AUTH: N1-AFU-89-31
30	Contracting Internal Operation and Administration	correspondence files of operating procurement units concerning internal operation and administration matters		destroy after 2 years. AUTH: GRS 3, Item 2

NOTE: Segregate records pertaining to (a) Foreign Military Sales (FMS) and use table 16-1, rule 8, and (b) hazardous materials/environmental protection and use table 32-1, rule 17.

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 64-2
PURCHASE REQUESTS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	PRs/MIPRs - Single-Contract (Procuring Activity Copy)	PRs/MIPRs, project orders and related papers that result in one contract	at procuring activities and are filed either with individual contract file or as a separate series of records	destroy with related contract. AUTH: N1-AFU-90-3
2	PRs/MIPRs - Multi-Contract (Procuring Activity Copy)	PRs/MIPRs, project orders and related papers that result in more than one contract	at procuring activities	destroy with contract having longest retention period. AUTH: N1-AFU-90-3
3	PRs/MIPRs Project Order Case Files (Requiring Control Office Copy)	PRs/MIPRs and project order case files	at responsible PR/MIPR and project order control offices within requiring activities	destroy 2 years after contract is closed. AUTH: N1-AFU-89-2
4	PRs/MIPRs Demand Cards	demand cards produced by ADP equipment	at procuring activities	destroy after processing through data processing installation and transaction document has been received or cancelled. AUTH: N1-AFU-90-3
5	PRs/MIPRs and Projection Orders (Responsible Control Office Copy)	PRs prepared and procured by the same ALC	at responsible PR/MIPR control offices	destroy at the end of the quarter in which the contract/order is awarded. AUTH: N1-AFU-90-3
6	Other Agency MIPRs and Project Orders - Satisfied Solely from AF Stock	MIPRs and project orders whose requirements are satisfied solely from AF stock	at PR/MIPR and project order in management activities	destroy 2 years after notification of supply action. AUTH: N1-AFU-90-3
7	Other Agency MIPRs and Project Orders - Satisfied By Procurement or Combination	MIPRs and project orders whose requirements are satisfied either by procurement action alone (direct citation or reimbursable procurement) or by combination of procurement and supply action		destroy 3 months after receipt of applicable contract completion statement. AUTH: N1-AFU-90-3
8	PRs/MIPRs - Information Copies	information copies of PRs, MIPRs, and project orders		destroy 3 months after receipt of contract completion statement or other equal notification of contract completion, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
9	PRs/MIPRs and Project Orders - Cancelled		at responsible PR/MIPR and project orders control offices	destroy 3 months after cancellation date. 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 64-3
BIDS AND PROPOSALS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Invitations for Bids - Other ACO	IFBs awarded to a contractor not under the jurisdiction of administrative contracting officers (ACOs)	with ACOs	destroy after bid opening date as shown on the IFB. AUTH: N1-AFU-90-3
2	Invitations for Bids - No Award After Opened	IFBs and resulting bids in formal advertised procurements for which no contract was awarded after bids have been opened		destroy 1 year after date of bid opening, unless bidder asks return of his bid. AUTH: N1-AFU-90-3
3	Unsuccessful Bidders Protests	copies of IFBs abstracts, bids of successful bidders, any protester's bid contracting officers statement of facts, circumstances, conclusions, recommendations, supporting evidence submitted by the protester (such as specifications, drawings, exhibits, and examples), and related correspondence		destroy 3 years after final decision is submitted to protester. AUTH: N1-AFU-90-3
4	Unsuccessful Bids/Proposals - Below Purchase Limit	transactions after 25 Jul 74 for \$10,000 or less, and transactions on or before 25 Jul 74 for \$2,500 or less		destroy after final payment under the contract, or 1 year from date of award whichever is later. AUTH: N1-AFU-90-3
5	Unsuccessful Bids/Proposals - Over Purchase Limit	transactions after 25 Jul 74 over \$10,000, and transactions on or before 25 Jul 74 over \$2,500		destroy 6 years, 3 months after final payment of each contract. AUTH: N1-AFU-90-3
6	Unsuccessful Bids/Proposals - Protest/Complaint	records resulting from a protest or complaint		destroy after final resolution of case. AUTH: N1-AFU-90-3
7	Unsuccessful Bids/proposals - Future Value	bids that have been determined by the purchasing office to have future value to the government		destroy when no longer needed. AUTH: N1-AFU-90-3
8	Identical Bid Reports - Below Purchase Limit (AFMC)	copies of identical bid reports for procurement, IFBs, abstracts of bids, and supporting records	at HQ AFMC for transactions after 25 Jul 74 for \$10,000 or less, and transactions on or before 25 Jul 74 for \$2,500	destroy after 3 years. AUTH: N1-AFU-90-3
9	Identical Bid Reports - Above Purchase Limit (AFMC)		at HQ AFMC for transactions after 25 Jul 74 over \$10,000, and transactions on or before 25 Jul 74 over \$2,500	destroy after 6 years. AUTH: N1-AFU-90-3
10	Identical Bid Reports - Purchasing/Sales Copy		at purchasing/sales activities	destroy with procurement transactions to which they relate. AUTH: N1-AFU-90-3
11	Unsolicited Proposals - Rejected	voluntary proposals	rejected proposals	destroy 1 year after notifying contractor of evaluation results. AUTH: N1-AFU-91-41

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 64-4
CONTRACT PERFORMANCE

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
1	Construction Contract Progress Reports	contract progress reports		destroy 6 months after final payment under the contract AUTH: N1- AFU-90-3
2	Construction Contractor Payroll	contractor's payrolls, with related certifications, antikickback affidavits, and other related records		destroy 3 years after final payment under the contract, or after settlement of claims, or completion of investigations, whichever is later. AUTH: N1-AFU-90-3
3	Construction Contract Performance/Bond Checklists	performance checklist and bond checklist		destroy 1 year after final payment under the contract. AUTH: N1- AFU-90-3
4	Civil Engineer Construction Inspection Reports	civil engineer construction inspection reports		destroy 1 year after final payment under the contract, or date of final action on any guarantee work, whichever is later. AUTH: N1-AFU-90-3
5	Contract Number Assignments	logs and similar records		destroy 6 years after completion of all contracts listed thereon. AUTH: N1-AFU-90-3
6	Contract Change Notification Master Serial Number Register	contract change notification master serial number register, and similar forms		
7	Contractor Performance Historical	Contractor Performance Record (CPR) containing historical records of contractor performance data prepared by contract administration officer (CAO) on completed or terminated contracts of \$100,000 or more		destroy when no longer needed. AUTH: N1- AFU-90-3
8	Subsidiary Procurement Expediting	expediting files relating to contract status (progressing), expediting, and production surveillance		destroy 6 months after final payment under the contract. AUTH: N1- AFU-90-3
9	Subsidiary Procurement Priority Ratings	correspondence advising contractors of priority ratings applicable to specific contracts		destroy on completion of related contract or purchase order. AUTH: N1-AFU-90-3

TABLE 64-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
10	Base Procurement Action/Summary Cards	action/summary cards		destroy 1 year after incorporating information into the monthly management report. AUTH: N1- AFU-90-3
11	Base Procurement Follow-up Cards and Reporting Data	follow-up cards and reporting data		destroy when no longer needed. AUTH: N1- AFU-90-3
12	Base Procurement Action Register	procurement action register		destroy 1 year after close of the FY. AUTH: N1-AFU-90-3
13	Procuring Office Custom Entry	consumption entry, consumption entry permit, summary of entered values, correspondence, and records relating to entry of material through customs and relate to entry and free-of-duty admission of material produced abroad or returned by the AF	at procuring offices	destroy after 5 years (EXCEPTION: those records which are known to pertain to an unsettled claim, incomplete investigation, or pending litigation, are not destroyed until settlement of the claim or completion of the investigation or litigation). AUTH: N1- AFU-90-3
14	Project Authorizations	authorizations and related records		destroy the same as related contract or purchase order, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
15	Civil Air Carrier Passenger/Cargo Contract Airlift Checklists	passenger contract airlift checklist and cargo contract airlift checklist		destroy after 1 year. AUTH: N1-AFU-90-3
16	Civil Air Carrier Contract Violations	contract violation notices		destroy after 2 years. AUTH: N1-AFU-90-3
17	Civil Air Certificates	civil air certificates	used by MAJCOM/CAOs to attest to the performance of flying services and as a means of identifying civil aircraft under AF contract or charter and retained with CAO	destroy with procurement case file. AUTH: N1-AFU-90-3

TABLE 64-4

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
18	Civil Air Certificates - Other		procurement file at other activities	destroy one year after completion of contract. AUTH: N1-AFU-90-3
19	Debarment/Suspension Case Files - Routine	reports of irregularities in AF procurements which are determined by the debarring official to be routine or having no lasting significance, including resulting actions to debar or suspend, and related records	above MAJCOM	destroy 6 years and 3 months after termination/expiration (close-out of case file) AUTH: N1-AFU-91-14
20	Debarment/Suspension Case Files - Lasting Significance	reports of irregularities in AF procurements which are determined by the debarring official to have lasting significance, including resulting actions to debar or suspend, and related records	above MAJCOM	retire as permanent to WNRC 1 year after termination/expiration (close-out of case file)(see note 6) AUTH: N1-AFU-91-14
21	Debarment/Suspension Case Files - MAJCOM and below	reports of irregularities in AF procurements, including resulting actions to debar or suspend, and related records	at MAJCOMs and below	destroy 2 years after termination/expiration (close-out of case file) AUTH: N1-AFU-91-14
22	Designation/Termination of Contracting Officers and Representatives	request for designation or termination; statement of qualifications; and the designation or termination and acknowledgment of receipt thereof	at MAJCOM and other designating offices	destroy 3 years after termination of appointment. AUTH: N1-AFU-90-3
23	Designation/Termination of Contracting Officers and Representatives - at Requesting Activities		at requesting activities	destroy 1 year after termination of appointment. AUTH: N1-AFU-90-3
24	Contract Approval and Review	contracts, contract modifications, commitment forms, invitations for bids, abstract of bids, requests for proposals, and supplemental data	at approval, monitoring, or "after the fact" review authorities	destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
25	Government-furnished Material Property	reports compiled from stock record cards (cost category II), registers, reports of audit, monthly industrial property control activity reports, and related correspondence		destroy 1 year after return or other disposal of property involved, but exclusive of any report constituting a voucher to a contract property account. AUTH: N1-AFU-90-3
26	IMPAC Administration	administrative support and control of the International Merchants Purchase Authorization Code (IMPAC) system and associated cards; card application forms; acknowledgments of receipt; delinquent notices; account	at unit coordinator, using office, or program management office	destroy 1 year after final payment. AUTH: FAR4-805(k)

TABLE 64-4
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		cancellation control logs; maintenance forms; account transfer notices; card agreements; projected renewal reports; account summary activity management reports; account list management reports; audit management reports; expense activity analyses; expense variance reports; member lists; debit and credit reports; volume reports; aging and status balance delinquency reports; cardholder write-off recovery reports; delinquency performance reports; delinquency reports; trial balance delinquency reports; monthly/quarterly/annual statistical reports; payment summaries (excluding Government Contractor-Issued Travel Charge Card records)		
27	Tax Exemption Certificates	cancelled copies of US Government tax exemption certificates, cover of US Government tax exemption certificate book, and tax exemption certification tabulation sheet		destroy 1 year after issuance of the last certificate in the book. AUTH: N1-AFU-90-3
28	Tax Exemption Identification Card	US Government Tax Exemption Identification Card		destroy on expiration or cancellation. AUTH: N1-AFU-90-3
29	Labor Compliance			destroy 3 years after final payment under the contract. AUTH: N1-AFU-90-3
30	Property Administrator Systems Survey Case Files	records described in DAR Supplement 3, part 4, related to surveillance of an industrial contractor's control of government facilities, equipment and other property in his possession	property administrator's copies	retire on completion of all corrective action and replacement by a subsequent system survey report reflecting no deficiencies, and then destroy after 5 years, except that system survey summary report case file may be retained for 10 years. AUTH: N1-AFU-90-3
31	Service Contract Standardization and Improvement - HQ USAF	records on the development of standard solicitations and contract formats, Technical Representatives of the Contracting Officer checklists and guidance, pre-award survey guides and checklists, specifications, etc	at HQ USAF and USAF-designated OPRs	destroy when a revised format is issued or no longer needed, whichever is later. AUTH: N1-AFU-90-3

TABLE 64-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		(including Contractor Operated Parts Stores and Contractor Operated Civil Engineering Supply Stores)		
32	Service Contract Standardization and Improvement - Implementing Office		at implementing offices	destroy with related contract. AUTH: N1-AFU-90-3

NOTE: For records related to hazardous materials/environmental protection, use table 32-1, rule 17; for records related to Foreign Military Sales (FMS), use table 16-1, rule 8.

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 20.

and "c"

	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 64-5
BASIC CONTRACTING AGREEMENTS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Basic Agreements - At Issuing PO	agreements and changes thereto	at the purchasing office (PO) which negotiates and issues the agreements	destroy 6 years after date of termination or cancellation. AUTH: N1-AFU-90-3
2	Basic Agreements - For Contracts (At Other POs/CAOs)		at POs that incorporate basic agreement terms and conditions in supply and service contracts, and contract administration offices (CAOs) that administer such contracts	destroy 6 years after agreement has been terminated, superseded, or cancelled and all contracts referencing the terms and conditions of the agreement have been closed out AUTH: N1-AFU-90-3
3	Basic Agreements - No Contracts or Information Copies	not incorporated in contracts or information copies		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 64-6
BAILMENT AGREEMENTS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Master Bailment Agreements - At Preparing/Executing Office		at office preparing and executing the agreement	destroy 6 years after agreement has been superseded or cancelled and all contracts referencing the terms and conditions of the agreement have been completed or terminated. AUTH: N1-AFU-90-3
2	Master Bailment Agreements - Other		at activities other than offices preparing and executing the agreement	destroy when superseded or cancelled. AUTH: N1-AFU-90-3
3	Bailment Agreements - At Procurement Activity		at AF procurement activities	destroy 6 years after all property has been properly disposed of and said agreement has been cancelled AUTH: N1-AFU-90-3
4	Bailment Agreements - Other		at other than AF procurement activities	destroy when superseded or cancelled. 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 64-7				
CONTRACTS NEGOTIATION				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Performance Data Renegotiation	copies of performance data and background performance data records used in compiling such reports		destroy after 4 years (EXCEPTION: records extended by mutual agreement as prescribed in 50 U.S.C. App. 1215(c) are destroyed on notification of completion of case from regional renegotiation board). AUTH: NI-AFU-90-3
2	Renegotiation Status Reporting	retained copies of reports and related correspondence		destroy after 3 years. AUTH: NI-AFU-90-3

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

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

TABLE 64-8				
CONTRACT CLAIMS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	50 U.S.C. 1431- 5 Contract Claims Case Files			destroy 6 years after final decision on completion of claim, or on completion of contract, whichever is later, subject to approval by HQ AFMC. AUTH: N1- AFU-90-3
2	General Accounting Office Contract Claim Case Files (MAJCOM)	retained copies of contractual records, purchase requests, bills of lading, finance office vouchers, multiple records submitted by claimants, and related correspondence, forwarded to GAO for final administrative adjudication and settlement of claims originated by private individuals and corporations against the AF	at appropriate MAJCOMs	destroy 2 years after date of final adjudication and closing of claim. AUTH: N1-AFU-90-3
3	General Accounting Office Contract Claim Case Files (Other Than MAJCOM)		at other than MAJCOMs	destroy after date of final adjudication and closing of claim. AUTH: N1-AFU-90-3
4	ICBM Indemnity Agreements (Original)	original copies of indemnity agreement between intercontinental ballistic missile (ICBM) contractors and the Government under 50 U.S.C.1431	maintained by the contracting function	destroy after 50 years. AUTH: N1-AFU-90-3
5	ICBM Indemnity Agreements (Copies)	duplicate copies or information copies of indemnity agreement between intercontinental ballistic missile (ICBM) contractors and the Government under 50 U.S.C. 1431	maintained by any function	destroy when superseded or obsolete. 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.

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TABLE 64-9

CONTRACTS TERMINATION AND SETTLEMENT

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Plant Clearance Referral Case Files	termination inventory schedules, certificates of allocability letters of authority approving property disposition, records reflecting disposal credits, copies of reports to higher headquarters correspondence between contracting officers and referral activities and between AF contractors and referral activities, and related records	at activities accomplishing referral action	destroy 3 years after close of case at all activities, except for those records forwarded to and made a part of the official contract files. AUTH: N1-AFU-90-3
2	Plant Clearance Board Case Files	minutes of meetings, plant clearance memoranda, exhibits, inventories, notices sent to plant clearance officers, and related papers		destroy after 1 year. AUTH: N1-AFU-90-3
3	Settlement Review Board	minutes of board meetings, closing reports, audit reports, settlement proposed papers, memoranda of meetings, and supporting material relating to settlement and termination of AF contracts		
4	Contract Termination Reporting	retained copies of reports and related correspondence, including reports on status of terminated fixed-price or cost-reimbursable-type contracts, and reports on partial payments	at other than terminating contracting office	destroy when no longer needed. AUTH: N1-AFU-90-3
5	Contract Termination Authority Register			destroy 6 years after last entry on page. 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 64-10
CONTRACT INSURANCE PROGRAM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Contractors Insurance Program - Approval Copy (at MAJCOM)	contractors insurance policy program and/or plans and amendments thereto, forwarded to MAJCOM for review and approval, including correspondence and related documents	at MAJCOMs	destroy 6 years after premium accounting with the insurer has been finalized. AUTH: N1-AFU-90-3

TABLE 64-10
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	Contractors Insurance Program - Uncleared		related to outstanding exceptions, unsettled claims by or against the US Government, incomplete investigations, litigation, or requests made by the Comptroller General of the US	destroy when clearances are obtained. AUTH: N1-AFU-90-3
3	Contractors Insurance Program (Below MAJCOM)		below MAJCOMs	destroy 1 year after premium accounting with the insurance company has been finalized, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

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

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

TABLE 64-11

CONTRACTOR PERSONNEL

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Technical Representative Personnel Records (at MAJCOM)	informational personnel records, such as character references, security obligations, letter orders, and miscellaneous records which record the services of civilian representatives of contracting corporations	at MAJCOMs	destroy after requirements imposed by contract administration have been satisfied. AUTH: N1-AFU-90-3
2	Technical Representative Personnel Records (Below MAJCOM)		below MAJCOMs	destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3	Report of Contractor Technicians		monthly status report of contractor technicians, and 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 64-12				
CONTRACTOR CAPABILITY				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	Contractor Procurement Data Source Files	up-to-date information on all contractors who contact procurement centers	at procurement activities for their buyers and negotiators	destroy when superseded, rescinded, or no longer needed. AUTH: N1-AFU-90-3
2	Pricing and Financial Analysis and Control	overhead and independent research and development negotiation correspondence, reports, memos, and worksheets; contractor's brochures, evaluation of IR&D programs and overhead audit reports; and copies of reference/working material collected		destroy when no longer needed. AUTH: N1-AFU-90-3
3	Contractor Financial and Operating Statements	case files of financial and operating statements of commercial companies reflecting current financial capabilities of present and potential contractors		destroy after 10 years. AUTH: N1-AFU-90-3
4	Contractor Articles/Certificates of Incorporation	case files of articles or certificates of incorporation	at MAJCOMs	destroy 12 years after final payment on last contract to contractor. AUTH: N1-AFU-90-3
5	Contractor Financial Data - Other	case files of other financial data, such as credit records, cash flow sheets, backlog reports, requests for financial clearance, with supporting attached information; secretarial approval forms; commercial credit agency reports, credit letters from financial institutions, manufacturers and other commercial agencies; financial agreements between commercial manufacturers, including subordinate agreements, guarantees, etc., from banks and commercial companies; articles of incorporation and financial analyses; newspaper reports; and related papers and correspondence		destroy after 5 years. AUTH: N1-AFU-90-3
6	AF Contractor Experience List (AFCEL) Case Files	correspondence recommending changes to the list	at HQ USAF, and recommending or concurring headquarters	destroy 1 year after contractor is removed from the list. AUTH: N1-AFU-90-3
7	Joint Consolidated List of Debarred, Ineligible and Suspended Contractors		at HQ USAF, HQ AFMC/JA, and recommending activities	
8	Civil Air Carrier Case Files - No Contract	solicitations, contracts, performance specifications, survey reports, financial evaluations, and related records not resulting in a contract	at DOD Air Carrier Survey and Analysis (AMC) offices	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-86-72
9	Civil Air Carrier Case Files - Contract	solicitations, contracts, performance specifications, survey reports, financial evaluations, and related records resulting in a contract		destroy 6 years and 3 months after contract is completed/terminated. AUTH: GRS3,Item3a(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 64-13				
PROCUREMENT REPORTS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Procurement Action Reports	procurement action reports, special action reports, monthly forecast reports, contract settlement reports, monthly procurement summary by purchasing office		destroy after 3 years (EXCEPTION: master AF procurement history tapes at HQ AFMC are held for 5 years). AUTH: N1-AFU-90-3
2	Report of Contract Protection and Maintenance of Surplus Family Housing			destroy 2 years after origination. 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 64-14
OAR ADVANCE PAYMENT POOL AGREEMENTS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	OAR Advance Payment Pool Agreement (Primary File)	determination and findings, advance payment pool agreement and amendments, establishing payment voucher, and related correspondence in each category		remove from active file on closing out of pool, and destroy after 6 additional years. AUTH: N1-AFU-90-3
2	OAR Advance Payment Pool Agreement (Secondary File)	transfer vouchers, deposit slips, bank statements, and miscellaneous correspondence		destroy 6 years after end of the FY to which they pertain. 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 64-15
BASE CONTRACTING AUTOMATED SYSTEM (BCAS) MANAGEMENT RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	BCAS Contracting Management Reports	reports and monthly procurement summaries by purchasing offices (including the Customer Integrated Automated Procurement System (CIAPS) counterpart documents until they are eligible for final disposition)		destroy after 5 years. AUTH: GRS3,Item3d
2	BCAS Daily Transactions	daily transaction listing, customer notices listing, customer notices		destroy after 6 months. AUTH: GRS20,Item6
3	BCAS User-Generated Reports	user-generated reports, such as bidders mailing applications, Standard Base Supply System (SBSS), and related data		destroy when no longer needed. AUTH: GRS20,Item4
4	BCAS Release Documentation	release documentation and similar records		destroy after 1 year. AUTH: GRS20,Item11

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 64-16

CONTRACTOR INDUSTRIAL LABOR RELATIONS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Contractor Occupational Deferment Case Files - Summary	summary of occupational deferment actions, comparable forms, and supporting records		destroy when individual is removed from Reserve or deferred status, or is inducted into the Armed Services. AUTH: N1-AFU-90-3
2	Contractor Occupational Deferment Case Files - Deferment Records	deferment records		destroy after actions have been recorded on summary histories. AUTH: N1-AFU-90-3
3	Contractor Occupational Deferment Case Files - Summary History	summary histories		destroy after 25 years. AUTH: N1-AFU-90-3
4	Contractor Labor Relations Problems	reports relating to labor management issues, including background data and publications such as daily/weekly strike reports, wage data records covering labor management relations and labor laws, collective bargaining agreements, legal opinions, and other documentation required by Air Force Industrial Labor Relations Offices not covered elsewhere in this regulation		destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
5	Contractor Labor Relations Investigation Case Files - Liaison Office	field checks conducted at the work site of contractors or subcontractors to determine degree of compliance with established labor standards; reports of special investigation of suspected criminal or other violations of the applicable labor laws	at AF liaison offices	destroy 3 years after case is closed. AUTH: N1-AFU-90-3
6	Contractor Labor Relations Investigation Case Files - HQ USAF	cases involving willful and criminal violations, debarment actions, and restitution over \$500 and liquidated damages over \$100	at HQ USAF	
7	Contractor Wage and Salary Acceptance Analysis Studies	studies used for comparative analysis, and which serve as the basis for determining whether specific wages and salaries are to be accepted as an element of reasonable cost, to be allocated to AF contracts	at procurement activities	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 64-17

OVERSEAS CONTRACTING RECORDS (SEE NOTE)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	contract control files	ledgers, purchases order logs, and individual contracting record cards	at contracting offices	destroy 1 year after completion of project. AUTH: N1-AFU-90-3
2	individual vendor files	miscellaneous material indicating supplies and services offered by each vendor	Null	destroy when individual document is superseded by a new record, when vendor is removed from list of suppliers, or on inactivation of the contracting activity, whichever is sooner. AUTH: N1-AFU-90-3

NOTE: Contracting transactions are made with Yen in Japan, or Deutsche Mark funds in the US area of Germany.

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.

65. Financial Management. These tables cover records relating to all aspects of financial management.

TABLE 65-1				
FINANCIAL MANAGEMENT				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Financial Management Program Control	reports, studies, correspondence, and related data that serve for control purposes in developing or improving comptroller systems programs		destroy when superseded, obsolete, or no longer needed. AUTH: NI-AFU-90-3
2	Financial Management International Affairs	agreements or arrangements, special studies, reports, correspondence, and related data that reflect on Air Force participation in international affairs programs		
3	Financial Management Uniform Commutation	commutation rates, uniform conversions, reports and vouchers on commutations funds	at HQ AFROTC	destroy after 2 years. AUTH: NI-AFU-90-3
4	Internal Controls Assessable Units	grouping of functional account codes with assigned OPRs	at SAF/FM	destroy 5 years after assessable units are superseded or when no longer needed, whichever is later. AUTH: NI-AFU-86-63
5	Internal Controls Risk Assessments	documented worksheets, minutes of meetings, and reports addressing the risk of assessable units		destroy 5 years after completion of next comparable vulnerability assessment or when no longer needed, whichever is later. AUTH: NI-AFU-86-63
6	Internal Controls Plan	follow-on action plans and schedules for required reviews		destroy 5 years after completion of next comparable plan or when no longer needed, whichever is later. AUTH: NI-AFU-86-63
7	Internal Controls Systemic Reviews	documented review of system		destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner. AUTH: NI- AFU-86-63

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TABLE 65-1				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	Internal Controls Compliance Reviews	letters, checklists, reports of finding, and records pertaining to compliance-type reviews		destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner. AUTH: N1-AFU-86-63
9	Internal Controls End-of-Review Reports	summary of results of reviews		destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner. AUTH: N1-AFU-86-63
10	Internal Controls Statements of Assurance	letters stating compliance or noncompliance with internal control objectives		destroy 5 years after completion of next comparable statement or when no longer needed, whichever is later. AUTH: N1-AFU-86-63
11	Internal Controls Annual Statement of Assurance	annual reports (RCS: DD-COMP(AR)1618) sent to SECDEF, including description of evaluation, report of material weakness, status of corrective action, and other similar records	at SAF/FM	retire as permanent (see note). AUTH: N1-AFU-86-63
12	Internal Controls Description of Evaluation	record of actions taken to evaluate internal control		destroy 1 year after completion of next comparable evaluation or when no longer needed, whichever is later. AUTH: N1-AFU-86-63
13	Internal Controls Progress Reports	report of progress on follow-on actions		destroy 6 months after submission of next comparable report or when no longer needed, whichever is later. AUTH: N1-AFU-86-63
14	Internal Controls Report of Material Weaknesses	statement of problem, objectives, milestones, point of contact, etc.		destroy 1 year after corrective action has been completed or after 5 years, whichever is later. AUTH: N1-AFU-86-63
15	Internal Controls Status of Corrective Actions	report on achieving milestones and objectives for corrective actions		destroy 1 year after corrective action has been completed or after

TABLE 65-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				5 years, whichever is later. AUTH: N1-AFU-86-63
16	Internal Controls End-of-Year Summary	report of hours spent on the internal control program		destroy 1 year after submission of next comparable summary or when no longer needed, whichever is later. AUTH: N1-AFU-86-63
17	Internal Controls Examination Reports	documentation of internal control examinations or other actions taken to support the internal control program		destroy 1 year after completion of next comparable report or after 5 years, whichever is later. AUTH: N1-AFU-86-63
18	cost estimating relationship/cost factor program	reports, analyses, correspondence, and related data which provide a chronology of O&M appropriations costs by organization and program element	at HQ USAF and MAJCOMs	destroy after 10 years or when no longer needed. AUTH: N1-AFU-90-3
19		support documents, data processing cards, statistical tabulations, and other working papers		destroy when superseded, obsolete, or after 2 years, whichever is sooner. AUTH: N1-AFU-90-3
20	Cost Estimating Relationship/Cost Factor Program - Supporting Data (Below MAJCOM)		below MAJCOMs	destroy after 1 year, or when superseded, obsolete, or no longer needed AUTH: N1-AFU-90-3
21	Cost Information Reports		stored in computer data banks	destroy when no longer needed AUTH: N1-AFU-90-3
22	Cost Information Reports - Individual Program Data Files			destroy after the acquisition phase of each program AUTH: N1-AFU-90-3
23	Economic Resource Impact Statements (ERIS) - Record Copies		at SAF/FMCE	retire as permanent (See Note) AUTH: N1-AFU-90-52
24	Economic Resource Impact Statements (ERIS) - Reference Copies	includes the statement, support documents, statistical tabulations, correspondence, working papers, related data and reports		destroy when obsolete or no longer needed AUTH: N1-AFU-90-52
25	Installation Reports of Audit - Activity	installation-level reports of audit; public accountant audits of non-	at activities having custody of records	destroy with the records to which they pertain

TABLE 65-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Copy	appropriated funds; centrally-directed audits	audited	AUTH: N1-AFU-90-3
26	Installation Reports of Audit	installation-level reports of audit; public accountant audits of non-appropriated funds; centrally-directed audits	at installation commander, audit focal point, or intermediate MAJCOM/Air Staff OPR/OCR	destroy 2 years after all management action have been completed provided deficiencies have been corrected AUTH: N1-AFU-90-3
27	Commander's Audit Program Reports of Audit		at installation commander and staff	destroy when all useful purposes have been served AUTH: N1-AFU-90-3
28	management tracking and status reporting	report of audit tracking summaries, RCS: DD-IG(SA) 1574 reports, and supporting records	at bases, MAJCOMs, or Air Staff offices and associated audit focal points	destroy 2 years after all management actions have been completed provided all useful purposes have been served. AUTH: N1-AFU-90-3
29	Government Contractor-Issued Travel Card	administrative support and control of charge cards (e.g., American Express, Diners Club), including employee card applications form, applicant acknowledgment, delinquent notices, account cancellation control log, maintenance form, account transfer notice, card agreement, projected renewal report, account summary activity management report, account list management report, audit management report, expense activity analysis, expense variance report, member list, airline credit report, travel activity report, volume report, aging and status analysis report, cardholder write-off recovery report, delinquency performance report, delinquency report, trail balance delinquency report, monthly statistical report, payment coupon, payment summary account activity, and related records	at unit coordinator, applicant office, or recruiting office	destroy 3 years after the later of either closure of appropriate account or settlement of any outstanding claim or discrepancy AUTH: GRS 6, Item 5b

NOTE: Transfer to the National Archives in 5 year blocks when the latest record is 25 years old.

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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 rules 11 and 23.

and c

	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 65-2				
BUDGET				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Budgetary Analyses	interpretations and analyses of Executive Orders, statutes, other government policies, regulations and instructions, correspondence, reports, and related records (such as cross-servicing and joint-servicing agreements) that reflect on negotiations and consummations of interdepartmental and interagency agreements affecting budgetary responsibilities		retire as permanent (transfer to National Archives in 5-year blocks when latest record is 25 years old) AUTH: NCI-AFU-83-16
2	Budgetary Summaries and Special Studies	special pricing exercises, projects, working group reports, correspondence, and related data		destroy 2 years after FY in which created AUTH: NI-AFU-90-3
3	International Balance of Payments Forecast	form reports, studies, analyses, work sheets, correspondence, and related data that reflect estimated DoD expenditures in foreign countries for national military construction (including DAF personnel expenditures)		destroy 2 years after FY in which created AUTH: NI-AFU-90-3
4	International Balance of Payments Forecast - Source Documents and Data	source documents, feeder reports and supporting data that reflect estimated DoD expenditures in foreign countries for national military construction (including DAF personnel expenditures)		destroy when superseded, obsolete or after 2 years, whichever is sooner AUTH: NI-AFU-90-3
5	Budget Development - HQ USAF and MAJCOM	records that document the formulation, development and establishment of approved budgets and financial plans, such as letter directives from higher authority (higher AF echelons, Office of Secretary of Defense, Office of Management and Budget, and congressional appropriations committees), operating budget forecasts, which include foreign currency budgets, minutes of working groups, and committee meetings, approved budget estimates, financial plans, reports, justification data, correspondence, and related information	at HQ USAF and MAJCOMs	retire as permanent (See Note). AUTH: NCI-AFU-80-8

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TABLE 65-2
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	Budget Development - Below MAJCOM		below MAJCOMs	destroy 2 years after FY in which created (EXCEPTION: when records are needed for justification or other purposes, chart 2-1, item 5, applies). AUTH: N1-AFU-90-3
7	Budget Development - Other Than Budget Offices		at other than budget offices	destroy 1 year after the close of the FY to which it pertains. AUTH: N1-AFU-90-3
8	Budgetary Call for Estimates	the "call" for estimated budget authorizations, advices of allocation, suballocation and allotments, the transfer of funds, reimbursements and other fiscal transactions, with correspondence, reports, manual statistical listings, mechanized runs, and related data		destroy 2 years after close of the FY in which appropriated funds are obligated (EXCEPTION: when records are needed for justification or other purposes, chart 2-1, item 5, applies). AUTH: N1-AFU-90-3
9	Congressional Hearings Information - Not in Published Congressional Hearings Records	correspondence, budgetary statements, forms, reports, transcripts, inserts for hearing records, budget estimate instructions, and other related backup material that are or reflect data furnished congressional appropriations committees during budgetary hearings	at preparing offices and are not included in published congressional hearing records	retire as permanent (see note). AUTH: NN-173-340
10	Congressional Hearings Information - Published in Congressional Hearings Records		published in congressional hearing records or are furnished monitoring activities for use during congressional budgetary hearings	destroy 2 years after FY in which budget hearings are held or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
11	Apportionment - HQ USAF	form reports showing Air Force requests, Office of the Secretary of Defense and Office of Management and Budget approvals, with justification data, correspondence and related papers	at HQ USAF	destroy when no longer needed, but not later than 20 years after FY in which created. AUTH: N1-AFU-90-3
12	Apportionment - MAJCOMs & below		at MAJCOMs and below	destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable

TABLE 65-2

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
				fiscal year appropriation has been cancelled AUTH: GRS5,ITEM4
13	Allocation and Allotments	reports, studies, worksheets and similar support documentation, accountability ledgers and other accounting media pertaining to disbursement of public funds pertaining to annual, multiple and/or no-year appropriations		destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,ITEM4
14	Program Project and Appropriation Control	funding folders, approved budget and financial plans, program authorizations, budget authorizations, apportionment's, allotments, allocations, distribution schedules, status reports, and supporting documents for monitoring obligations of funds		destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,ITEM4
15	Industrial Management, Stock and Working Funds	apportionment requests, funding charters and financial plans, audit reports, budget authorizations, allocations, expenditure projections, civilian personnel analysis data, with correspondence, analyses, and related information	at HQ USAF, MAJCOMs, and major subordinate commands	destroy when no longer needed, but not later than 20 years after FY in which created. AUTH: NI-AFU-90-3
16	Industrial Management, Stock & Working Funds - Support Data	source documents, feeder reports and support data		destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,Item4
17	Foreign Military Assistance Appropriation and Funding	records that reflect on the procurement, allocation and allotment of multiple and/or no-year appropriation trust funds, training and grant aid appropriations, such as correspondence, reports, studies, analyses, accountability ledgers and other accounting media with budget authorization, allotments, and related financial data	at HQ USAF, MAJCOMs, and major subordinate commands	destroy when no longer needed, but not later than 20 years after FY in which created. AUTH: NI-AFU-90-3

TABLE 65-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
18	Foreign Military Assistance Appropriation & Funding - Support Data	source documents, feeder reports and support data		destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,Item4
19	Military Construction Funding - HQ USAF	budget authorizations, advices of allocation, suballocations and allotments, major construction program vouchers, program listings, estimates, approvals, control documents, correspondence, analyses, and related data	at HQ USAF	destroy when no longer needed, but not later than 20 years after FY in which created. AUTH: NI-AFU-90-3
20	Military Construction Funding - MAJCOM and major subordinate command		at MAJCOMs and major subordinate commands	destroy 15 years after receipt of notification of liquidation of the funds. AUTH: NI-AFU-90-3
21	Military Construction Funding - Support Data	source documents, feeder reports and support data		destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,Item4
22	Deutschemark Construction Funding - HQ USAF	advices of allocations, suballocations and allotments, including reports on the Deutschemark, Defense Support and Occupation Cost Fund, analysis of appropriation status by activity, project and/or Deutschemark activity, with correspondence and related data	at HQ USAF	destroy when no longer needed for reference, but not later than 20 years after FY in which created. AUTH: NI-AFU-90-3
23	Deutschemark Construction Funding - MAJCOM and Major Subordinate Command		at MAJCOMs and major subordinate commands	destroy 15 years after receipt of notification of liquidation of the funds. AUTH: NI-AFU-90-3
24	Deutschemark Construction Funding - Source Documents and	source documents, feeder reports and support data		destroy 2 years after document's fiscal year appropriation has ended its "expired year"

TABLE 65-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Support Data			status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,Item4
25	Funding Statistical Control Data	daily machine listings of billings and withdrawals, daily object codes, project cumulative listings, card control records, and comparable control data		destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
26	Appropriations Status Reports - FY- End	end of fiscal year annual reports reflecting an analysis of the status of appropriations by operating agency code, project and/or activity, with correspondence and related data		destroy 5 years after the close of the last FY to which the report pertains AUTH: GRS5,Item3a
27	Appropriations Status Reports - Other Than FY-End	all other reports with correspondence and related data		destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,Item3b
28	Budget RCS Reports	required reports used to prepare budget estimates, financial plans, adjustments and revisions thereto, for posting appropriation registers, and generally to monitor funding authorizations, commitments, obligations initiations, disbursements and other fiscal transactions		destroy when superseded, obsolete or after 2 years, whichever is sooner AUTH: N1- AFU-90-3
29	Budget Management Information System Computer Systems Program - HQ USAF	budget supporting data: computer system program (CSP)-1, card summaries and master files used to support the funding requirements included in the President's budget	at HQ USAF	destroy after 7 years. 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" and "b" do not apply to rules 1, 5, and 9.

and "c"

	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 65-3

AUDITING

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Reports of Audit	Includes Air Force-level and installation-level reports of audit; public accountant non-appropriated funds audit reports. Excludes accounts or records for which the report disclosed deficiencies involving monies owed to the US Government, suspected fraud, falsification of documents, or criminal conduct (rule 7)	at all audit agency activities	destroy 5 years after fiscal year. AUTH: N1-AFU-90-3
2	Audit Program and Working Paper Files	information related to Air Force-level and installation-level audits. Excludes accounts or records for which the report disclosed deficiencies involving monies owed to the US Government, suspected fraud, falsification of documents, or criminal conduct (rule 7)		destroy 3 years after fiscal year. AUTH: N1-AFU-90-3
3	Commander's Audit Program	information related to reports of audit; audit programs, working paper files		destroy 1 year after fiscal year. AUTH: N1-AFU-90-3
4	Audit Management Tracking and Status Reporting	includes report of audit tracking summaries and supporting records. Excludes the report disclosed deficiencies involving monies owed to the US Government, suspected fraud, falsification of documents, or criminal conduct (rule 7)		destroy 2 years after fiscal year. AUTH: N1-AFU-90-3
5	Audit Control and Planning	information related to data as to account or funds audited, period of audit, resources planned or expended, locations and time of audit, and statistical or audit planning information and correspondence		destroy 5 years after fiscal year. AUTH: N1-AFU-90-3
6	Unaudited Records Subject to Audit, Inspection, or Investigation	information related to unaudited accounts or records that have a normal retention period of less than 3 years, but are pertinent to an audit, inspection, or investigation (also covering specially selected records of inactivating activities or closing bases)		destroy after 3 years. AUTH: GAO Title8,Item 7

TABLE 65-3
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	Audited Records with Deficiencies	information related to accounts or records for which the report disclosed deficiencies involving monies owed to the US Government, suspected fraud, falsification of documents, or criminal conduct		destroy after 6 years. AUTH: N1-AFU-90-3

NOTE: Reports of audit and related audit working papers will not be held longer than 6 years unless the audit report contains information involving the pecuniary liability of individuals, amounts due any agency of the federal government, or litigation to which any agency of the federal government is a party. In such instances, destroy records after subsequent audit reports disclose claims have been settled and/or all legal action (including appeals) has been completed and a total of 6 years has elapsed since the original audit report was issued.

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 64-6

BAILMENT AGREEMENTS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Master Bailment Agreements - At Preparing/Executing Office		at office preparing and executing the agreement	destroy 6 years after agreement has been superseded or cancelled and all contracts referencing the terms and conditions of the agreement have been completed or terminated. AUTH: NI-AFU-90-3
2	Master Bailment Agreements - Other		at activities other than offices preparing and executing the agreement	destroy when superseded or cancelled. AUTH: NI-AFU-90-3
3	Bailment Agreements - At Procurement Activity		at AF procurement activities	destroy 6 years after all property has been properly disposed of and said agreement has been cancelled AUTH: NI-AFU-90-3
4	Bailment Agreements - Other		at other than AF procurement activities	destroy when superseded or cancelled. AUTH: NI-AFU-90-3

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

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

TABLE 64-7

CONTRACTS NEGOTIATION

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Performance Data Renegotiation	copies of performance data and background performance data records used in compiling such reports		destroy after 4 years (EXCEPTION: records extended by mutual agreement as prescribed in 50 U.S.C. App. 1215(c) are destroyed on notification of completion of case from regional renegotiation board). AUTH: NI-AFU-90-3
2	Renegotiation Status Reporting	retained copies of reports and related correspondence		destroy after 3 years. AUTH: NI-AFU-90-3

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

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

TABLE 64-8
CONTRACT CLAIMS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	50 U.S.C. 1431- 5 Contract Claims Case Files			destroy 6 years after final decision on completion of claim, or on completion of contract, whichever is later, subject to approval by HQ AFMC. AUTH: N1-AFU-90-3
2	General Accounting Office Contract Claim Case Files (MAJCOM)	retained copies of contractual records, purchase requests, bills of lading, finance office vouchers, multiple records submitted by claimants, and related correspondence, forwarded to GAO for final administrative adjudication and settlement of claims originated by private individuals and corporations against the AF	at appropriate MAJCOMs	destroy 2 years after date of final adjudication and closing of claim. AUTH: N1-AFU-90-3
3	General Accounting Office Contract Claim Case Files (Other Than MAJCOM)		at other than MAJCOMs	destroy after date of final adjudication and closing of claim. AUTH: N1-AFU-90-3
4	ICBM Indemnity Agreements (Original)	original copies of indemnity agreement between intercontinental ballistic missile (ICBM) contractors and the Government under 50 U.S.C.1431	maintained by the contracting function	destroy after 50 years. AUTH: N1-AFU-90-3
5	ICBM Indemnity Agreements (Copies)	duplicate copies or information copies of indemnity agreement between intercontinental ballistic missile (ICBM) contractors and the Government under 50 U.S.C. 1431	maintained by any function	destroy when superseded or obsolete. 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.

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TABLE 64-9				
CONTRACTS TERMINATION AND SETTLEMENT				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Plant Clearance Referral Case Files	termination inventory schedules, certificates of allocability letters of authority approving property disposition, records reflecting disposal credits, copies of reports to higher headquarters correspondence between contracting officers and referral activities and between AF contractors and referral activities, and related records	at activities accomplishing referral action	destroy 3 years after close of case at all activities, except for those records forwarded to and made a part of the official contract files. AUTH: N1-AFU- 90-3
2	Plant Clearance Board Case Files	minutes of meetings, plant clearance memoranda, exhibits, inventories, notices sent to plant clearance officers, and related papers		destroy after 1 year. AUTH: N1-AFU-90-3
3	Settlement Review Board	minutes of board meetings, closing reports, audit reports, settlement proposed papers, memoranda of meetings, and supporting material relating to settlement and termination of AF contracts		
4	Contract Termination Reporting	retained copies of reports and related correspondence, including reports on status of terminated fixed-price or cost-reimbursable-type contracts, and reports on partial payments	at other than terminating contracting office	destroy when no longer needed. AUTH: N1- AFU-90-3
5	Contract Termination Authority Register			destroy 6 years after last entry on page. 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 64-10
CONTRACT INSURANCE PROGRAM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Contractors Insurance Program - Approval Copy (at MAJCOM)	contractors insurance policy program and/or plans and amendments thereto, forwarded to MAJCOM for review and approval, including correspondence and related documents	at MAJCOMs	destroy 6 years after premium accounting with the insurer has been finalized. AUTH: N1-AFU-90-3

TABLE 64-10
Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	Contractors Insurance Program - Uncleared		related to outstanding exceptions, unsettled claims by or against the US Government, incomplete investigations, litigation, or requests made by the Comptroller General of the US	destroy when clearances are obtained. AUTH: N1-AFU-90-3
3	Contractors Insurance Program (Below MAJCOM)		below MAJCOMs	destroy 1 year after premium accounting with the insurance company has been finalized, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

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

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

TABLE 64-11				
CONTRACTOR PERSONNEL				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Technical Representative Personnel Records (at MAJCOM)	informational personnel records, such as character references, security obligations, letter orders, and miscellaneous records which record the services of civilian representatives of contracting corporations	at MAJCOMs	destroy after requirements imposed by contract administration have been satisfied. AUTH: N1-AFU-90-3
2	Technical Representative Personnel Records (Below MAJCOM)		below MAJCOMs	destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3	Report of Contractor Technicians	monthly status report of contractor technicians, and supporting records		destroy after 4 years. AUTH: N1-AFU-90-3

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

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

TABLE 64-12

CONTRACTOR CAPABILITY

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Contractor Procurement Data Source Files	up-to-date information on all contractors who contact procurement centers	at procurement activities for their buyers and negotiators	destroy when superseded, rescinded, or no longer needed. AUTH: N1-AFU-90-3
2	Pricing and Financial Analysis and Control	overhead and independent research and development negotiation correspondence, reports, memos, and worksheets; contractor's brochures, evaluation of IR&D programs and overhead audit reports; and copies of reference/working material collected		destroy when no longer needed. AUTH: N1-AFU-90-3
3	Contractor Financial and Operating Statements	case files of financial and operating statements of commercial companies reflecting current financial capabilities of present and potential contractors		destroy after 10 years. AUTH: N1-AFU-90-3
4	Contractor Articles/Certificates of Incorporation	case files of articles or certificates of incorporation	at MAJCOMs	destroy 12 years after final payment on last contract to contractor. AUTH: N1-AFU-90-3
5	Contractor Financial Data - Other	case files of other financial data, such as credit records, cash flow sheets, backlog reports, requests for financial clearance, with supporting attached information; secretarial approval forms; commercial credit agency reports, credit letters from financial institutions, manufacturers and other commercial agencies; financial agreements between commercial manufacturers, including subordinate agreements, guarantees, etc., from banks and commercial companies; articles of incorporation and financial analyses; newspaper reports; and related papers and correspondence		destroy after 5 years. AUTH: N1-AFU-90-3
6	AF Contractor Experience List (AFCEL) Case Files	correspondence recommending changes to the list	at HQ USAF, and recommending or concurring headquarters	destroy 1 year after contractor is removed from the list. AUTH: N1-AFU-90-3
7	Joint Consolidated List of Debarred, Ineligible and Suspended Contractors		at HQ USAF, HQ AFMC/JA, and recommending activities	
8	Civil Air Carrier Case Files - No Contract	solicitations, contracts, performance specifications, survey reports, financial evaluations, and related records not resulting in a contract	at DOD Air Carrier Survey and Analysis (AMC) offices	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-86-72
9	Civil Air Carrier Case Files - Contract	solicitations, contracts, performance specifications, survey reports, financial evaluations, and related records resulting in a contract		destroy 6 years and 3 months after contract is completed/terminated AUTH: GRS3,Item3a(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 64-13				
PROCUREMENT REPORTS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Procurement Action Reports	procurement action reports, special action reports, monthly forecast reports, contract settlement reports, monthly procurement summary by purchasing office		destroy after 3 years (EXCEPTION: master AF procurement history tapes at HQ AFMC are held for 5 years). AUTH: N1-AFU-90-3
2	Report of Contract Protection and Maintenance of Surplus Family Housing			destroy 2 years after origination. 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 64-14

OAR ADVANCE PAYMENT POOL AGREEMENTS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	OAR Advance Payment Pool Agreement (Primary File)	determination and findings, advance payment pool agreement and amendments, establishing payment voucher, and related correspondence in each category		remove from active file on closing out of pool, and destroy after 6 additional years. AUTH: N1-AFU-90-3
2	OAR Advance Payment Pool Agreement (Secondary File)	transfer vouchers, deposit slips, bank statements, and miscellaneous correspondence		destroy 6 years after end of the FY to which they pertain. 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 64-15
BASE CONTRACTING AUTOMATED SYSTEM (BCAS) MANAGEMENT RECORDS

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
1	BCAS Contracting Management Reports	reports and monthly procurement summaries by purchasing offices (including the Customer Integrated Automated Procurement System (CIAPS) counterpart documents until they are eligible for final disposition)		destroy after 5 years. AUTH: GRS3,Item3d
2	BCAS Daily Transactions	daily transaction listing, customer notices listing, customer notices		destroy after 6 months. AUTH: GRS20,Item6
3	BCAS User-Generated Reports	user-generated reports, such as bidders mailing applications, Standard Base Supply System (SBSS), and related data		destroy when no longer needed. AUTH: GRS20,Item4
4	BCAS Release Documentation	release documentation and similar records		destroy after 1 year. AUTH: GRS20,Item4

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 64-16
CONTRACTOR INDUSTRIAL LABOR RELATIONS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
1	Contractor Occupational Deferment Case Files - Summary	summary of occupational deferment actions, comparable forms, and supporting records		destroy when individual is removed from Reserve or deferred status, or is inducted into the Armed Services. AUTH: N1-AFU-90-3
2	Contractor Occupational Deferment Case Files - Deferment Records	deferment records		destroy after actions have been recorded on summary histories. AUTH: N1-AFU-90-3
3	Contractor Occupational Deferment Case Files - Summary History	summary histories		destroy after 25 years. AUTH: N1-AFU-90-3
4	Contractor Labor Relations Problems	reports relating to labor management issues, including background data and publications such as daily/weekly strike reports, wage data records covering labor management relations and labor laws, collective bargaining agreements, legal opinions, and other documentation required by Air Force Industrial Labor Relations Offices not covered elsewhere in this regulation		destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
5	Contractor Labor Relations Investigation Case Files - Liaison Office	field checks conducted at the work site of contractors or subcontractors to determine degree of compliance with established labor standards; reports of special investigation of suspected criminal or other violations of the applicable labor laws	at AF liaison offices	destroy 3 years after case is closed. AUTH: N1-AFU-90-3
6	Contractor Labor Relations Investigation Case Files - HQ USAF	cases involving willful and criminal violations, debarment actions, and restitution over \$500 and liquidated damages over \$100	at HQ USAF	
7	Contractor Wage and Salary Acceptance Analysis Studies	studies used for comparative analysis, and which serve as the basis for determining whether specific wages and salaries are to be accepted as an element of reasonable cost to be allocated to AF contracts	at procurement activities	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:

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 64-17

OVERSEAS CONTRACTING RECORDS (SEE NOTE)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	contract control files	ledgers, purchases order logs, and individual contracting record cards	at contracting offices	destroy 1 year after completion of project. AUTH: NI-AFU-90-3
2	individual vendor files	miscellaneous material indicating supplies and services offered by each vendor	Null	destroy when individual document is superseded by a new record, when vendor is removed from list of suppliers, or on inactivation of the contracting activity, whichever is sooner. AUTH: NI-AFU-90-3

NOTE: Contracting transactions are made with Yen in Japan, or Deutsche Mark funds in the US area of Germany.

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.

65. Financial Management. These tables cover records relating to all aspects of financial management.

TABLE 65-1				
FINANCIAL MANAGEMENT				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Financial Management Program Control	reports, studies, correspondence, and related data that serve for control purposes in developing or improving comptroller systems programs		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
2	Financial Management International Affairs	agreements or arrangements, special studies, reports, correspondence, and related data that reflect on Air Force participation in international affairs programs		
3	Financial Management Uniform Commutation	commutation rates, uniform conversions, reports and vouchers on commutations funds	at HQ AFROTC	destroy after 2 years. AUTH: N1-AFU-90-3
4	Internal Controls Assessable Units	grouping of functional account codes with assigned OPRs	at SAF/FM	destroy 5 years after assessable units are superseded or when no longer needed, whichever is later. AUTH: N1-AFU-86-63
5	Internal Controls Risk Assessments	documented worksheets, minutes of meetings, and reports addressing the risk of assessable units		destroy 5 years after completion of next comparable vulnerability assessment or when no longer needed, whichever is later. AUTH: N1-AFU-86-63
6	Internal Controls Plan	follow-on action plans and schedules for required reviews		destroy 5 years after completion of next comparable plan or when no longer needed, whichever is later. AUTH: N1-AFU-86-63
7	Internal Controls Systemic Reviews	documented review of system		destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner. AUTH: N1-AFU-86-63

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TABLE 65-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	Internal Controls Compliance Reviews	letters, checklists, reports of finding, and records pertaining to compliance-type reviews		destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner. AUTH: N1-AFU-86-63
9	Internal Controls End-of-Review Reports	summary of results of reviews		destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner. AUTH: N1-AFU-86-63
10	Internal Controls Statements of Assurance	letters stating compliance or noncompliance with internal control objectives		destroy 5 years after completion of next comparable statement or when no longer needed, whichever is later. AUTH: N1-AFU-86-63
11	Internal Controls Annual Statement of Assurance	annual reports (RCS: DD-COMP(AR)1618) sent to SECDEF, including description of evaluation, report of material weakness, status of corrective action, and other similar records	at SAF/FM	retire as permanent (see note). AUTH: N1-AFU-86-63
12	Internal Controls Description of Evaluation	record of actions taken to evaluate internal control		destroy 1 year after completion of next comparable evaluation or when no longer needed, whichever is later. AUTH: N1-AFU-86-63
13	Internal Controls Progress Reports	report of progress on follow-on actions		destroy 6 months after submission of next comparable report or when no longer needed, whichever is later. AUTH: N1-AFU-86-63
14	Internal Controls Report of Material Weaknesses	statement of problem, objectives, milestones, point of contact, etc.		destroy 1 year after corrective action has been completed or after 5 years, whichever is later. AUTH: N1-AFU-86-63
15	Internal Controls Status of Corrective Actions	report on achieving milestones and objectives for corrective actions		destroy 1 year after corrective action has been completed or after

TABLE 65-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				5 years, whichever is later. AUTH: N1-AFU-86-63
16	Internal Controls End-of-Year Summary	report of hours spent on the internal control program		destroy 1 year after submission of next comparable summary or when no longer needed, whichever is later. AUTH: N1-AFU-86-63
17	Internal Controls Examination Reports	documentation of internal control examinations or other actions taken to support the internal control program		destroy 1 year after completion of next comparable report or after 5 years, whichever is later. AUTH: N1-AFU-86-63
18	cost estimating relationship/cost factor program	reports, analyses, correspondence, and related data which provide a chronology of O&M appropriations costs by organization and program element	at HQ USAF and MAJCOMs	destroy after 10 years or when no longer needed. AUTH: N1-AFU-90-3
19		support documents, data processing cards, statistical tabulations, and other working papers		destroy when superseded, obsolete, or after 2 years, whichever is sooner. AUTH: N1-AFU-90-3
20	Cost Estimating Relationship/Cost Factor Program - Supporting Data (Below MAJCOM)		below MAJCOMs	destroy after 1 year, or when superseded, obsolete, or no longer needed AUTH: N1-AFU-90-3
21	Cost Information Reports		stored in computer data banks	destroy when no longer needed AUTH: N1-AFU-90-3
22	Cost Information Reports - Individual Program Data Files			destroy after the acquisition phase of each program AUTH: N1-AFU-90-3
23	Economic Resource Impact Statements (ERIS) - Record Copies		at SAF/FMCE	retire as permanent (See Note) AUTH: N1-AFU-90-52
24	Economic Resource Impact Statements (ERIS) - Reference Copies	includes the statement, support documents, statistical tabulations, correspondence, working papers, related data and reports		destroy when obsolete or no longer needed AUTH: N1-AFU-90-52
25	Installation Reports of Audit - Activity	installation-level reports of audit; public accountant audits of non-	at activities having custody of records	destroy with the records to which they pertain.

TABLE 65-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Copy	appropriated funds; centrally-directed audits	audited	AUTH: N1-AFU-90-3
26	Installation Reports of Audit	installation-level reports of audit; public accountant audits of non-appropriated funds; centrally-directed audits	at installation commander, audit focal point, or intermediate MAJCOM/Air Staff OPR/OCR	destroy 2 years after all management action have been completed provided deficiencies have been corrected AUTH: N1-AFU-90-3
27	Commander's Audit Program Reports of Audit		at installation commander and staff	destroy when all useful purposes have been served AUTH: N1-AFU-90-3
28	management tracking and status reporting	report of audit tracking summaries, RCS: DD-IG(SA) 1574 reports, and supporting records	at bases, MAJCOMs, or Air Staff offices and associated audit focal points	destroy 2 years after all management actions have been completed provided all useful purposes have been served. AUTH: N1-AFU-90-3
29	Government Contractor-Issued Travel Card	administrative support and control of charge cards (e.g., American Express, Diners Club), including employee card applications form, applicant acknowledgment, delinquent notices, account cancellation control log, maintenance form, account transfer notice, card agreement, projected renewal report, account summary activity management report, account list management report, audit management report, expense activity analysis, expense variance report, member list, airline credit report, travel activity report, volume report, aging and status analysis report, cardholder write-off recovery report, delinquency performance report, delinquency report, trail balance delinquency report, monthly statistical report, payment coupon, payment summary account activity, and related records	at unit coordinator, applicant office, or recruiting office	destroy 3 years after the later of either closure of appropriate account or settlement of any outstanding claim or discrepancy AUTH: GRS 6, Item 5b

NOTE: Transfer to the National Archives in 5 year blocks when the latest record is 25 years old.

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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 rules 11 and 23.

and "c"

	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 65-2				
BUDGET				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Budgetary Analyses	interpretations and analyses of Executive Orders, statutes, other government policies, regulations and instructions, correspondence, reports, and related records (such as cross-servicing and joint-servicing agreements) that reflect on negotiations and consummations of interdepartmental and interagency agreements affecting budgetary responsibilities		retire as permanent (transfer to National Archives in 5-year blocks when latest record is 25 years old) AUTH: NC1-AFU-83-16
2	Budgetary Summaries and Special Studies	special pricing exercises, projects, working group reports, correspondence, and related data		destroy 2 years after FY in which created AUTH: N1-AFU-90-3
3	International Balance of Payments Forecast	form reports, studies, analyses, work sheets, correspondence, and related data that reflect estimated DoD expenditures in foreign countries for national military construction (including DAF personnel expenditures)		destroy 2 years after FY in which created AUTH: N1-AFU-90-3
4	International Balance of Payments Forecast - Source Documents and Data	source documents, feeder reports, and supporting data that reflect estimated DoD expenditures in foreign countries for national military construction (including DAF personnel expenditures)		destroy when superseded, obsolete or after 2 years, whichever is sooner AUTH: N1-AFU-90-3
5	Budget Development - HQ USAF and MAJCOM	records that document the formulation, development and establishment of approved budgets and financial plans, such as letter directives from higher authority (higher AF echelons, Office of Secretary of Defense, Office of Management and Budget, and congressional appropriations committees), operating budget forecasts, which include foreign currency budgets, minutes of working groups, and committee meetings, approved budget estimates, financial plans, reports, justification data, correspondence, and related information	at HQ USAF and MAJCOMs	retire as permanent (See Note). AUTH: NC1-AFU-80-8

TABLE 65-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	Budget Development - Below MAJCOM		below MAJCOMs	destroy 2 years after FY in which created (EXCEPTION: when records are needed for justification or other purposes, chart 2-1, item 5, applies). AUTH: N1-AFU-90-3
7	Budget Development - Other Than Budget Offices		at other than budget offices	destroy 1 year after the close of the FY to which it pertains. AUTH: N1-AFU-90-3
8	Budgetary Call for Estimates	the "call" for estimated budget authorizations, advices of allocation, suballocation and allotments, the transfer of funds, reimbursements and other fiscal transactions, with correspondence, reports, manual statistical listings, mechanized runs, and related data		destroy 2 years after close of the FY in which appropriated funds are obligated (EXCEPTION: when records are needed for justification or other purposes, chart 2-1, item 5, applies). AUTH: N1-AFU-90-3
9	Congressional Hearings Information - Not in Published Congressional Hearings Records	correspondence, budgetary statements, forms, reports, transcripts, inserts for hearing records, budget estimate instructions, and other related backup material that are or reflect data furnished congressional appropriations committees during budgetary hearings	at preparing offices and are not included in published congressional hearing records	retire as permanent (see note). AUTH: NN-173-340
10	Congressional Hearings Information - Published in Congressional Hearings Records		published in congressional hearing records or are furnished monitoring activities for use during congressional budgetary hearings	destroy 2 years after FY in which budget hearings are held or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
11	Apportionment - HQ USAF	form reports showing Air Force requests, Office of the Secretary of Defense and Office of Management and Budget approvals, with justification data, correspondence and related papers	at HQ USAF	destroy when no longer needed, but not later than 20 years after FY in which created. AUTH: N1-AFU-90-3
12	Apportionment - MAJCOMs & below		at MAJCOMs and below	destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicab

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TABLE 65-2

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
				fiscal year appropriation has been cancelled AUTH: GRS5,ITEM4
13	Allocation and Allotments	reports, studies, worksheets and similar support documentation, accountability ledgers and other accounting media pertaining to disbursement of public funds pertaining to annual, multiple and/or no-year appropriations		destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,ITEM4
14	Program Project and Appropriation Control	funding folders, approved budget and financial plans, program authorizations, budget authorizations, apportionment's, allotments, allocations, distribution schedules, status reports, and supporting documents for monitoring obligations of funds		destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,ITEM4
15	Industrial Management, Stock and Working Funds	apportionment requests, funding charters and financial plans, audit reports, budget authorizations, allocations, expenditure projections, civilian personnel analysis data, with correspondence, analyses, and related information	at HQ USAF, MAJCOMs, and major subordinate commands	destroy when no longer needed, but not later than 20 years after FY in which created. AUTH: N1-AFU-90-3
16	Industrial Management, Stock & Working Funds - Support Data	source documents, feeder reports and support data		destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,Item4
17	Foreign Military Assistance Appropriation and Funding	records that reflect on the procurement, allocation and allotment of multiple and/or no-year appropriation trust funds, training and grant aid appropriations, such as correspondence, reports, studies, analyses, accountability ledgers and other accounting media with budget authorization, allotments, and related financial data	at HQ USAF, MAJCOMs, and major subordinate commands	destroy when no longer needed, but not later than 20 years after FY in which created. AUTH: N1-AFU-90-3

TABLE 65-2

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
18	Foreign Military Assistance Appropriation & Funding - Support Data	source documents, feeder reports and support data		destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,Item4
19	Military Construction Funding - HQ USAF	budget authorizations, advices of allocation, suballocations and allotments, major construction program vouchers, program listings, estimates, approvals, control documents, correspondence, analyses, and related data	at HQ USAF	destroy when no longer needed, but not later than 20 years after FY in which created. AUTH: N1-AFU-90-3
20	Military Construction Funding - MAJCOM and major subordinate command		at MAJCOMs and major subordinate commands	destroy 15 years after receipt of notification of liquidation of the funds. AUTH: N1-AFU-90-3
21	Military Construction Funding - Support Data	source documents, feeder reports and support data		destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,Item4
22	Deutschemark Construction Funding - HQ USAF	advices of allocations, suballocations and allotments, including reports on the Deutschemark, Defense Support and Occupation Cost Fund, analysis of appropriation status by activity, project and/or Deutschemark activity, with correspondence and related data	at HQ USAF	destroy when no longer needed for reference, but not later than 20 years after FY in which created. AUTH: N1-AFU-90-3
23	Deutschemark Construction Funding - MAJCOM and Major Subordinate Command		at MAJCOMs and major subordinate commands	destroy 15 years after receipt of notification of liquidation of the funds. AUTH: N1-AFU-90-3
24	Deutschemark Construction Funding - Source Documents and	source documents, feeder reports and support data		destroy 2 years after document's fiscal year appropriation has ended its "expired year"

TABLE 65-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Support Data			status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,Item4
25	Funding Statistical Control Data	daily machine listings of billings and withdrawals, daily object codes, project cumulative listings, card control records, and comparable control data		destroy after 1 year or when no longer needed, whichever is later. AUTH: NI-AFU-90-3
26	Appropriations Status Reports - FY- End	end of fiscal year annual reports reflecting an analysis of the status of appropriations by operating agency code, project and/or activity, with correspondence and related data		destroy 5 years after the close of the last FY to which the report pertains AUTH: GRS5,Item3a
27	Appropriations Status Reports - Other Than FY-End	all other reports with correspondence and related data		destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled AUTH: GRS5,Item3b
28	Budget RCS Reports	required reports used to prepare budget estimates, financial plans, adjustments and revisions thereto, for posting appropriation registers, and generally to monitor funding authorizations, commitments, obligations initiations, disbursements and other fiscal transactions		destroy when superseded, obsolete or after 2 years, whichever is sooner AUTH: NI- AFU-90-3
29	Budget Management Information System Computer Systems Program - HQ USAF	budget supporting data: computer system program (CSP)-1, card summaries and master files used to support the funding requirements included in the President's budget	at HQ USAF	destroy after 7 years. AUTH: NI-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" and "b" do not apply to rules 1, 5, and 9.

and "c"

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 65-3		AUDITING		
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Reports of Audit	Includes Air Force-level and installation-level reports of audit; public accountant non-appropriated funds audit reports. Excludes accounts or records for which the report disclosed deficiencies involving monies owed to the US Government, suspected fraud, falsification of documents, or criminal conduct (rule 7)	at all audit agency activities	destroy 5 years after fiscal year. AUTH: N1-AFU-90-3
2	Audit Program and Working Paper Files	information related to Air Force-level and installation-level audits. Excludes accounts or records for which the report disclosed deficiencies involving monies owed to the US Government, suspected fraud, falsification of documents, or criminal conduct (rule 7)		destroy 3 years after fiscal year. AUTH: N1-AFU-90-3
3	Commander's Audit Program	information related to reports of audit; audit programs, working paper files		destroy 1 year after fiscal year. AUTH: N1-AFU-90-3
4	Audit Management Tracking and Status Reporting	includes report of audit tracking summaries and supporting records. Excludes the report disclosed deficiencies involving monies owed to the US Government, suspected fraud, falsification of documents, or criminal conduct (rule 7)		destroy 2 years after fiscal year. AUTH: N1-AFU-90-3
5	Audit Control and Planning	information related to data as to account or funds audited, period of audit, resources planned or expended, locations and time of audit, and statistical or audit planning information and correspondence		destroy 5 years after fiscal year. AUTH: N1-AFU-90-3
6	Unaudited Records Subject to Audit, Inspection, or Investigation	information related to unaudited accounts or records that have a normal retention period of less than 3 years, but are pertinent to an audit, inspection, or investigation (also covering specially selected records of inactivating activities or closing bases)		destroy after 3 years. AUTH: GAO Title8,Item7

TABLE 65-3

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	Audited Records with Deficiencies	information related to accounts or records for which the report disclosed deficiencies involving monies owed to the US Government, suspected fraud, falsification of documents, or criminal conduct		destroy after 6 years. AUTH: N1-AFU-90-3

NOTE: Reports of audit and related audit working papers will not be held longer than 6 years unless the audit report contains information involving the pecuniary liability of individuals, amounts due any agency of the federal government, or litigation to which any agency of the federal government is a party. In such instances, destroy records after subsequent audit reports disclose claims have been settled and/or all legal action (including appeals) has been completed and a total of 6 years has elapsed since the original audit report was issued.

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.