

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-AFU-02-10	
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	
2. MAJOR SUBDIVISION Communications and Information		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Enterprise Information Resource Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Olthea S. Croom	5. TELEPHONE NUMBER 703-588-6194	DATE 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>72</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 24 Apr 02	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 GRS OR SUPERSEDED JOB CITATION	10.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 SF 115 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 31-1 through 31-12 Tables 40-1 through 40-2 Table 46-1 Tables 47-1 through 47-2 Table 52-1 Tables 84-1 through 84-2 Tables 90-1 through 90-4</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 SF 115 covers, for each table, only the three rules involving temporary electronic records.</p>		

cc Agency NR NWML
115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1228

These three rules (involving temporary electronic records) should be added to Tables 31-1 through 31-12, Tables 40-1 through 40-2, Table 46-1, Tables 47-1 through 47-2, Table 52-1, Tables 84-1 through 84-2, and Tables 90-1 through 90-4 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:

- Rules "a," "b," and "c" will not apply to series relating to the following rules that cover unscheduled records or are cross-referenced to tables or rules that may cover unscheduled records:
 - Table 31-4, Rule 16
 - Table 31-6, Rules 3, 6, 7, 8, and 13
 - Table 40-2, Rules 1 and 4
 - Table 84-1, Rule 6
- Rules "a," "b," and "c" will not apply to series relating to the following rules that cover permanent records, are cross-referenced to tables or rules covering permanent records, or relate to temporary records that warrant reappraisal because of the growing importance of the antiterrorism program:
 - Table 31-1, Rule 27
 - Table 31-8, Rule 14
 - Table 31-10, Rule 2
 - Table 31-11, Rule 7
 - Table 31-12, Rules 1 and 3
 - Table 52-1, Rules 1, 15, and 28
 - Table 84-1, Rules 1, 2, and 13
 - Table 84-2, Rules 1 and 3.01
 - Table 90-3, Rules 2.01 and 7
 - Table 90-4, Rule 1
- Rules "a" and "b" will not apply to series relating to the following rule covering temporary records that may warrant permanent retention if converted to electronic medium:
 - Table 52-1, Rule 21

TABLE 31-1

LAW ENFORCEMENT RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	complaints and incidents	reports of investigation, incident/complaint reports, and all records accumulated by security police pursuant to investigations of incidents and crimes	at security police	destroy after 3 years (See Note 6). AUTH: NI-AFU-90-3
1.01			copies at other activities	destroy when no longer needed. AUTH: NI-AFU-90-3
2		individual reference forms of individuals listed as suspects or subjects for any offense	at security police	destroy 3 years after close of year when last entry was made (See Note 2). AUTH: NI-AFU-90-3

TABLE 31-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2.01		individual incident reference forms of individuals listed as witnesses, complainants or victims		destroy 3 years after close of year when last entry was made, upon separation from the service, termination of employment or transfer, whichever is sooner. AUTH: N1-AFU-90-3
3		(RESERVED)		(RESERVED)
4		security police activities reports and supporting documents	at security police	destroy after 2 years. AUTH: N1-AFU-90-3
5		serious crimes/incidents reports and/or related summaries not maintained with other series	at MAJCOM OPRs	destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
5.01			copies other than rule 5	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
5.02		Criminal Justice Computer Terminal System (CJCTS) (formerly AFLETS) forms	at security police	destroy after 3 years, or when all entries on form are deleted from the NCIC computer, whichever is later. AUTH: N1-AFU-90-3
5.03		CJCTS computer entries		destroy (cancel) when entry is no longer valid. AUTH: N1-AFU-90-3
6	desk blotters	a chronological record of delinquencies, incidents, messages, etc		destroy 1 year after date of last entry. AUTH: N1-AFU-90-3
7			information copies	destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
8	incident investigation cases	records accumulated by security police pursuant to investigations of incidents and crimes	at security police	destroy after 3 years. AUTH: N1-AFU-90-3
9		other agencies investigative reports		return to appropriate activity per table 31-6 AUTH: N1-AFU-90-3
10	absentee case files (see table 36-12)	data on absentees wanted by the Armed Forces, reports of return of absentees, records on escaped prisoners sentenced to discharge,		see rules 1, 2, 8, and 9. AUTH: N1-AFU-90-3

TABLE 31-1

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
		forms and/or requests for service records and allied papers, reports of apprehension of absentees, leads for apprehension		
11	security deviations			see table 31-10. AUTH: N1-AFU-88-8
12	(RESERVED)			(RESERVED)
12.01	property receipt records	AF Forms 52 for property found and not to be used as evidence		destroy 3 months after disposition of property. AUTH: N1-AFU-90-3
13		receipts and related correspondence for property of detained personnel, and property impounded, seized as evidence, or otherwise held by security police		destroy 3 years after disposition of property (See Note 1). AUTH: N1-AFU-90-3
13.01	driver records	information on motor vehicle accidents and violations used for point assessments, restriction, revocation or suspension, and other actions (including barring) affecting driving privileges		destroy 1 year after disposition of entries IAW AFI 31-204, or when individual or sponsor retires, or terminates employment, whichever is sooner (see note 3). AUTH: N1-AFU-90-3
14	traffic reports	reports of traffic accidents, incidents, and related tickets and violation notices		destroy after 2 years. AUTH: N1-AFU-90-3
14.01		tickets or violation notices	at security police	
14.02		voided violation notices		destroy 3 months after posting and forfeiture of collateral, or dismissal. AUTH: N1-AFU-90-3
15		reports of traffic studies, including those which reflect the volume of vehicular traffic entering or departing an installation or access road		destroy on preparation of new or amended report. AUTH: N1-AFU-90-3
16	security police patrol reports	special reports relating to activities or conditions	at security police	destroy after 1 year. AUTH: N1-AFU-90-3
16.01		physical security check records		destroy after 3 months. AUTH: N1-AFU-90-3
17	permits and registration records	records of property and permits issued, excluding private vehicle records		destroy 1 year after departure of owner on TDY or PCS. AUTH: N1-AFU-90-3
18	firearm authorization for employees	USAF employee firearm authorization, and related records	record copies	destroy 2 years after expiration or revocation. AUTH:

TABLE 31-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
19			individuals' copies	N1-AFU-90-3 destroy immediately on revocation or expiration date, whichever is sooner. AUTH: N1- AFU-90-3
20	project identification participation notice	forms from owner which identify property under Air Force Crime Prevention Program	at security police	destroy 1 year after owner has been reassigned or separates. AUTH: N1-AFU-90-3
21	entry control records	registers of personnel, motor vehicles or other property moving into or from restricted or controlled areas		destroy after 3 months. AUTH: N1-AFU-90-3
22	barred personnel	records pertaining to persons prohibited from entering US military installations for cause; i.e., those who are security-loyalty risks, who possess undesirable traits of character or whose conduct is prejudicial to good order and discipline	for active installations	destroy 3 years after removal from the barred list. AUTH: N1-AFU-90-3
23			for inactivated installations	destroy after 3 years. AUTH: N1-AFU-90-3
24	Armed Forces Disciplinary Control Board	reports of board proceedings, recommendations to the board, supporting records		destroy after 5 years. AUTH: N1-AFU-90-3
25		charter or directive creating board		destroy 5 years after board is dissolved. AUTH: N1-AFU-90-3
26		records related to off-limit actions		destroy 5 years after off-limits action is voided. AUTH: N1- AFU-90-3
27		board member files		see table 38-5. AUTH: N1-AFU-90-3
28	military working dog (MWD) training	training and utilization performance records such as narcotics/explosives detectors, and MWD team certifications for control of training and use as legal evidence of a dog's team reliability		destroy after death or retirement of dog. AUTH: N1-AFU-90-3
28.01		training and utilization performance records for narcotics/explosives detection needed in possible legal proceedings after death or retirement of dog		destroy 1 year after death or retirement of dog, or when no longer needed, whichever is later. AUTH: N1- AFU-88-8
28.02	MWD health and service	immunization, clinical health certificates, X-rays, veterinary		destroy when no longer needed (See Note 4)

TABLE 31-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		examinations, weight charts, certificates of death, necropsy reports, and other standard medical forms prescribed by AFI 48-131		AUTH: N1-AFU-88-8
29	MWD program status reports	statistical reports on MWDs, handlers, and kennel support strength, program change notifications, and MWD requirements projections	at HQ AFSPA	destroy after 2 years. AUTH: N1-AFU-90-3
29.01			at MAJCOMs and units	destroy after 1 year. AUTH: N1-AFU-90-3
30	credentials	investigator credentials	at security police	see table 36-2. AUTH: N1-AFU-90-3
31	identification card control logs			
32	identification card applications			
33	provisional passes			
34	receipts for identification credentials			
35	restricted area badges			
36	inspection reports	findings and recommendations resulting from inspections of ammunition and weapon storage facilities, fund activities, etc. to determine an activity's capabilities to protect government property, take corrective action and for use in self- inspections	at activities performing inspection	destroy 2 years after all follow-up action is completed. AUTH: N1-AFU-90-3
36.01			at inspected activities	destroy after next inspection/ test or upon correction of all deficiencies, whichever is later. AUTH: N1- AFU-90-3
37	firearm or war trophy confiscation		at security police	destroy 3 years after final disposition of property. AUTH: N1- AFU-90-3
38	resource protection plan (see table 31-8)	procedures for normal and emergency protection of nonpriority resources	master plans	destroy 1 year after superseded by new plan. AUTH: N1-AFU- 90-3
39			other than master plans	destroy when superseded. AUTH: N1-AFU-90-3
39.01	resources protection	resource authorization letters,		destroy when

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TABLE 31-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	records	inspection reports, plans, prescribing directives, waivers, alarm check forms, work order requests, and other related records		superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-88-8
40	security container check record	records used on containers/vaults for storing funds	at central depositories	destroy after 3 months. AUTH: N1-AFU-90-3
41			outside of central depositories	destroy after superseding records are prepared. AUTH: N1-AFU-90-3
42	firearm/ammunition inventory records	forms/records used in conducting daily inventories		destroy after 3 months. AUTH: N1-AFU-90-3
43	field interviews	data gathered about the presence of persons or circumstances in law enforcement patrol areas		
44	alarm systems	test records for intrusion detection alarm systems	at security police	destroy when a new form is prepared or when no longer needed, whichever is later. AUTH: N1-AFU-90-38
44.01		log of openings and closing of alarmed facilities		destroy after 3 months, or when no longer needed, whichever is later. AUTH: N1-AFU-90-38
45	narcotic training aids	controlled substance order forms, accountability records, inventory and audit reports, records of destruction and verification of shipments (See Note 5)		destroy 1 year after destruction of the controlled substance. AUTH: N1-AFU-88-8
46	pick up/restriction orders	identification and physical description of individual and reason for order being issued	record copies filed with the incident/complaint files	see rule 1. AUTH: N1-AFU-90-3
47			copies at security police within issuing and at other installations	destroy after 1 year, or when member is picked up, or the order is cancelled, as appropriate. AUTH: N1-AFU-90-3
48	security police competitions	plans, schedules, rules, correspondence and related records	at host MAJCOMs	destroy after 2 years or when superseded, whichever is sooner. AUTH: N1-AFU-90-3
49			at other MAJCOMs	destroy after 1 year. AUTH: N1-AFU-90-3

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NOTE(S):

1. File records used in board proceedings and claims with the records to which they pertain. they pertain.
2. Retain in current files area and transfer to the gaining installation on transfer of individual or sponsor. transfer of individual or sponsor.
3. Transfer records to gaining installation (or designated unit) of person(s), employee, or sponsor. Destroy records on local retirees when they no longer serve law enforcement or legal purposes. For overseas activities, destroy records upon reassignment of individual/sponsor to CONUS for discharge action. However, do not destroy records when person(s) are on terminal leave status until after the effective discharge date.
4. Units will forward records on death or retirement of dog to the Central Repository, DOD Military Working Dog Veterinary Service, 1219 Knight Street, Lackland AFB TX 78236-5631.
5. Maintain a separate shipment file for each controlled substance shipment in active status.
6. Incident/complaint reports that are used as source records for CJCTS are disposed with applicable CJCTS records, or after 3 years, whichever is later.

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 27.

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 31-2

CORRECTION RECORDS				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	inmate correctional records	confinement orders, inmate release orders, inmate's personal history, mail and correspondence record, medical examiner's report, request and receipt for health and comfort supplies, report of or recommendation for disciplinary action, inspection record for inmate in segregation, request for interview, inmate evaluation record, individual inmate utilization records	records for inmates released from local confinement	destroy 4 years after release of prisoner from confinement. AUTH: N1-AFU-90-3
2	(RESERVED)			(RESERVED)
3	correction officer's records	inmate's personal deposit fund records, and related records used as the basis on which a civil claim, criminal action or military disciplinary action has been initiated in connection with an entry or omission of an entry		destroy after disposition of claim, criminal action, or military disciplinary action, provided the retention period specified in rule 4 has elapsed. AUTH: N1-AFU-90-3
4		other than those in rule 3		destroy after 4 years. AUTH: N1-AFU-90-3
5		disciplinary records		destroy 4 years after date of last entry. AUTH: N1-AFU-90-3
6		correction facility blotters and visitor's registers		destroy 1 year after date of last entry. AUTH: N1-AFU-90-3
7	inmate reports and rosters	roster, reports of escaped and returned from escape prisoners	at correctional facilities	destroy after 1 year. AUTH: N1-AFU-90-3
8		daily strength records	originals	destroy 8 years after date of last entry. AUTH: N1-AFU-90-3

TABLE 31-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9			other than originals	destroy when no longer needed. AUTH: N1- AFU-90-3
9.01		Annual Confinement Report	at HQ AFSPA	destroy after 3 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
9.02			at MAJCOMs and correctional facilities	destroy after 1 year. AUTH: N1-AFU-90-3
10	inmate classification records	classification material on each individual inmate	paper or microfilm copies in research collection No. 1 at AFSPA/SPC	destroy after 20 years (See Notes 1 and 2). AUTH: N1-AFU-90-3
11			paper copies or microfilm service prints in reference collection No. 2	destroy after 1 year. AUTH: N1-AFU-90-3
12	retrainees achievement test records	answer sheets of achievement test administered to retrainees		
13	correctional custody case files	medical examiner's report, disciplinary punishment letter, weekly evaluation sheet of airman's attitude and performance; airman's personal history, and related documents accumulated as a result of nonjudicial action under Article 15, UCMJ		destroy 3 months after end of month in which correctional custody terminated. AUTH: N1-AFU-90-3

~~NOTE(S):~~

1. If microfilmed, destroy paper records after microfilm has been inspected and found acceptable.
2. Retire original camera master silver negative to the WNRC, 6 months after microfilm has been accepted, for destruction after 20 years.

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 31-3**PRIVATE VEHICLE REGISTRATION AND SALE**

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	private vehicle registrations, financial responsibility and ownership	certificates of compliance-private vehicle registration forms		destroy after departure of registrant on PCS or termination of individual vehicle registration or re- registration of vehicles. AUTH: N1-AFU-90-3
2		registration identification label (See Note)		registrant will destroy on termination or expiration of registration or when replaced by current label. AUTH: N1- AFU-90-3
3		record copies of military registration and certificate of title of motor vehicle forms		destroy 1 year after termination of registration, sale, transfer of ownership, shipment of vehicle to USA or other country, unless retention is required by joint service and/or host country agreement or arrangement-in which case, destruction will follow any records extension. Send to gaining installation on intra-theater transfers (see rule 4). AUTH: N1-AFU-90-3
4		temporary registration records		destroy 1 month after the expiration date. AUTH: N1-AFU-91-42
5	private motor vehicle sales transaction	applications from military and civilian personnel for purchase or sale of privately owned motor vehicles	at overseas locations	destroy 1 year after individual completes overseas tour. AUTH: N1-AFU-90-3

NOTE: See table 36-2 for disposition of accountability forms such as AF Form 213, logs, registers, etc., used to issue sub-blocks of installation private vehicle registration identification decals to official vehicle registration agents.

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 31-4

INFORMATION SECURITY PROGRAM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	original classification authority	master listing by title and organization of officials designated to exercise this authority	at HQ AFSPA	destroy after 5 years (See Note 1). AUTH: N1-AFU-88-37
2			at MAJCOM, FOA or DRU	destroy when superseded or no longer needed. AUTH: N1- AFU-88-37
3		requests to add or delete officials to or from the master listing		destroy after 1 year. AUTH: N1-AFU-88-37
4		listing by incumbent's name and date trained of officials designated to exercise original classification authority	at HQ AFSPA	destroy after 5 years (note 1). AUTH: N1- AFU-88-37
5			at other levels	destroy when superseded or no longer needed. AUTH: N1- AFU-88-37
6		listing by incumbent's name and date trained of officials designated to exercise original classification authority in the absence of the primary official	at MAJCOM, FOA or DRU	
7	classification evaluation	challenges to classification and requests for mandatory review		destroy after 1 year. AUTH: N1-AFU-88-37
8	security control records	key issue logs		destroy 1 month after all entry spaces are used and replaced by a new log, if no longer required. AUTH: N1- AFU-88-37
9		forms used for identifying persons responsible for storage facilities or containers, recording the opening, closing and checking of security type equipment, and results of room or area security inspection		destroy when superseded or no longer needed. AUTH: N1- AFU-88-37
10	authority to escort or handcarry classified material			destroy after 2 years. AUTH: GRS 18, Item 1
11	handcarrying classified material briefing statement	AF Form 1287		destroy 2 years after individual departs unit. AUTH: GRS 18, Item 1

TABLE 31-4

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
12	emergency planning	plans which detail procedures and responsibilities for emergency protection, removal, or destruction of classified material in case of natural disaster, civil disturbance, or enemy action		destroy when superseded or no longer needed. AUTH: N1-AFU-88-37
13	security incidents	findings by an official in determining if a compromise, possible compromise, inadvertent access or security deviation has occurred involving classified information	for NATO security incidents	destroy after 3 years (note 1). AUTH: N1-AFU-88-37
14			for other security incidents	destroy after 2 years (note 1). AUTH: N1-AFU-88-37
15	access control records	forms used to certify access to Restricted Data information in possession of DOE or federal agencies other than NASA, access lists, authority to open or close alarmed areas, and similar types of records		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-88-37
16		nongovernment historical researcher certification not to disclose classified information	access granting authority office	retain pending disposition approval. AUTH: N1-AFU-88-37
17	Top Secret control	Top Secret registers, its attached receipts and destruction certificates		destroy 5 years after all register page entries have been made inactive (note 1). AUTH: N1-AFU-88-37
18		access records and cover sheet reflecting persons who have access to a particular Top Secret document or to whom the information has been disclosed		destroy 2 years after related Top Secret material is destroyed, transferred, downgraded, declassified, or retired. AUTH: N1-AFU-88-37
19		Top Secret inventories		destroy after 1 year. AUTH: N1-AFU-88-37
20	record suspense and receipt and destruction certificate file for secret material	suspense records for classified material requiring a receipt	on-loan suspenses	destroy after 2 years or give to the borrower, whichever is applicable (note 1). AUTH: N1-AFU-88-37
21			normal suspenses	destroy upon return of signed receipt. AUTH: N1-AFU-88-37
22		receipt for classified material, or destruction certificates	inactive records	destroy after 2 years (note 1). AUTH: N1-

TABLE 31-4

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
				AFU-88-37
23	(RESERVED)			(RESERVED)
24	security classification guides	record copy of published editions and changes; forms reflecting approvals, revisions, reissuances, reviews or cancellations; and other related records	at the issuing activity or office of primary responsibility	destroy after 10 years (note 2). AUTH: N1-AFU-88-37
25		information copies		destroy when superseded, obsolete or no longer needed (note 3). AUTH: N1-AFU-88-37
26	security termination statements	statements completed when terminating access to special program material	at unit of assignment	destroy after 2 years (note 1). AUTH: N1-AFU-88-37
27			at 497 IG/INS because person refused to acknowledge debriefing	destroy with individual's adjudication file (note 4). AUTH: N1-AFU-88-37
28		statements, including those pertaining to special program material, completed when individuals are debriefed upon termination of employment or military service, or contemplated absence from duty or employment for 60 days or more	in the Unit Personnel Records Group (UPRG)	destroy after 2 years (note 1). AUTH: N1-AFU-88-37
29			at unit of assignment for civilian personnel	
30			at 497 IG/INS because person refused to acknowledge debriefing	destroy with individual's adjudication file (note 4). AUTH: N1-AFU-88-37
31	NATO or International Pact Organization (IPO) control records	destruction certificates, receipts, registers, and disclosure records at the destroying subregistry	for COSMIC, COSMIC Top Secret ATOMAL or other IPO Top Secret material	destroy 10 years after the material has been destroyed or transferred to another registry or subregistry (note 1). AUTH: N1-AFU-88-37
32			for NATO Secret, NATO Secret ATOMAL, NATO Confidential ATOMAL, or IPO Secret or Confidential material	destroy 2 years after the material has been destroyed or transferred to another registry or subregistry (note 1). AUTH: N1-AFU-88-37
33		registers and receipts at control points	for COSMIC,	destroy 5 years after

TABLE 31-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			COSMIC Top Secret ATOMAL, NATO Secret ATOMAL, NATO Confidential ATOMAL	record has been destroyed or returned to the servicing subregistry (note 1). AUTH: N1-AFU-88-37
34		logs, receipts, and destruction records for NATO Secret material	at control points or user agencies	destroy 2 years after the material has been destroyed or transferred out of the activity (note 1). AUTH: N1-AFU- 88-37
35		Central United States Registry (CUSR) approval of establishment or disestablishment of Air Force subregistries and records of establishment or disestablishment of control points under a subregistry		destroy 1 year after disestablishment of subregistry or control point. AUTH: N1- AFU-88-37
36		individual record receipts in the active accountability file		destroy when the records described on the receipt are being destroyed and have been listed on certificate of destruction. AUTH: N1-AFU-88-37
37		forms used to formally record authorizations for access to NATO or IPO classified material		destroy upon termination of access. AUTH: N1-AFU-88-37
38	special access program	authorization to establish program, reports, reviews and other related records	at HQ AFSPA and program offices of primary responsibility	destroy 2 years after the program is terminated (note 1). AUTH: N1- AFU-88-37
39			copies at other offices	destroy after 1 year. AUTH: N1-AFU-88-37
40		program plans and security instructions	at program office of primary responsibility	destroy 2 years after the program is terminated (note 1). AUTH: N1- AFU-88-37
41			copies at other offices	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-88-37
42		forms used to formally record authorization for access to special program material		destroy upon termination of access AUTH: N1-AFU-88-37
43	waivers or exceptions	authority to deviate or not comply with program requirements	approved	destroy upon expiration date or when no longer needed. AUTH: N1-

TABLE 31-4

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
44			disapproved	AFU-88-37 destroy upon return of requested action. AUTH: N1-AFU-88-37
45	surveys, inspections and programs and reviews	requests for open, unattended storage of classified material; establishment of pneumatic tube systems; or authority for central destruction facilities	approved	destroy when obsolete or no longer needed. AUTH: N1-AFU-88-37
46			disapproved	destroy upon return of requested action. AUTH: N1-AFU-88-37
47		security inspections		destroy after 1 year. AUTH: N1-AFU-88-37
48		information security program reviews		destroy after 1 year, or upon completion of next comparable visit, whichever is later. AUTH: N1-AFU-88-37
49		CUSR inspections of AF subregistries and control points		
50	information security reports	Agency Information Security Program Data Report	at HQ AFSPA	destroy when no longer needed. AUTH: N1- AFU-88-37
51			at other levels	destroy after 1 year. AUTH: N1-AFU-88-37
52	code words and nicknames	forms used to account for the assignment or cancellation of code words and nicknames		destroy 2 years after codewords or nicknames are cancelled (note 1). AUTH: N1-AFU-88-37
53	scientific and technical meetings	security sponsorship, including requests for authorizations and notifications of meetings.		destroy after 1 year. AUTH: N1-AFU-88-37

NOTE(S):

1. Retain in accumulating office until eligible for destruction. (EXCEPTION: On inactivation, see AFI 37-138.)
2. Retire after the system, program, or project is terminated or phased out of the inventory.
3. Identify if necessary general reference publications and technical/specialized reference materials for disposition control purposes on AF Forms 80 and 82 at the discretion of the command records management officer.
4. Table 31-5 covers the disposition of individual adjudication files.

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 16.

	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 31-5
CENSORSHIP

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	censorship submission sheet	records to prevent transmission of information that might be useful to an enemy, and to disseminate information that might assist the US and its Allies	secondary censorship station copy	destroy 6 months after Armed Forces censorship has been discontinued or after condemned communications are disposed of. AUTH: N1-AFU-90-3
2		other than rule 1		destroy when no longer needed as intelligence source material or reports of censorship violations. AUTH: N1- AFU-90-3
3	censorship action slip	slips without extraction		destroy after 6 months. AUTH: N1-AFU-90-3
4		slips with extraction		destroy 6 months after extractions have been disposed of. AUTH: N1-AFU-90-3
5	register of censorship stamp holders			destroy when superseded. AUTH: N1-AFU-90-3
6	censorship stamp accountability certificate			destroy 1 year after assumption of accountability by a new custodian. AUTH: N1- AFU-90-3
7	travelers censorship certificate			destroy when the article to which affixed has been opened. AUTH: N1-AFU-90-3
8	travelers censorship extraction record			destroy 1 year after items listed have been disposed of. AUTH: N1-AFU-90-3
9	censorship valuables log			destroy after 1 year. 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 31-6

PERSONNEL INVESTIGATIONS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	reports of investigations	reports prepared outside AF	furnished by AF commanders	returned to the AFOSI district or AFOSI activity from which received when no longer needed. AUTH: N1-AFU-90-3
2	personnel security investigations	nonderogatory reports of personnel security investigations conducted by DIS		destroy after review and completion of clearance or after recording the investigative data when clearance action is required. AUTH: N1- AFU-90-3
2.01		reports conducted for local service contractors who require only unescorted entry into restricted areas		destroy 3 months after contract is complete or when the person for whom it was conducted terminates employment, whichever is sooner. AUTH: N1- AFU-90-3
3		derogatory reports of personnel security investigations conducted by DIS		dispose of as prescribed by AFR 40-732 or AFI 31-501, as applicable. AUTH: N1-AFU-90-3
4		nonderogatory investigative files received from the Office of Personnel Management (OPM)		destroy after the results have been recorded as required by AFI 31- 501. AUTH: N1-AFU- 90-3
5		derogatory reports received from OPM	at Air Force Security Clearance Agency (AFSCA)	destroy on ultimate disposition of the case, employee's separation from the AF or transfer to another federal agency. AUTH: N1- AFU-90-3
6	criminal investigations	reports furnished commanders other than those in rule 7		dispose of as provided in AFR 40-732 or AFI 31-501, as applicable, or destroy on ultimate disposition of the case if action is not taken under these regulations. AUTH: N1-AFU-90-3

TABLE 31-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7		reports furnished commanders, consisting of documents incorporated in records of legal proceedings such as statements, affidavits, and similar matters		dispose of according to disposition instructions of the legal actions involved. AUTH: N1- AFU-90-3
8	counterintelligence investigations			dispose of as provided in AFR 40-732 or AFI 31-501, as applicable, when action is taken under these regulations. AUTH: N1-AFU-90-3
9	loss or compromise of classified matter	action copies of investigations incorporated with reports sent to commanders		destroy 2 years after date of last action taken by final reviewing authority. AUTH: N1- AFU-90-3
10		other copies of investigations forwarded with reports described in rule 9		destroy 1 year after date of last action taken, provided such copies have not been utilized in processing cases under AFR 40-732 or AFI 31-501. AUTH: N1-AFU-90-3
11	violations of security directives	reports pertaining to safeguarding of classified information that do not involve a subjection to compromise consideration		destroy 1 year after last action taken. AUTH: N1-AFU-90-3
12	incidents or persons not under the control of the Air Force	reports sent to commanders other than those in rule 13		destroy on disposition of the case. AUTH: N1-AFU-90-3
13		reports sent to commanders, which are retained in intelligence files		dispose of according to disposition instructions of the intelligence files. AUTH: N1-AFU-90-3
14	security case files	complete case files	at AFSCA	see table 31-8. AUTH: N1-AFU-90-3
15		duplicate case files other than those in rule 14		
16		record of action taken on cases adjudicated under AFI 31-501 and AFR 40-732; transcripts of proceedings, with exhibits; and memoranda, with official instruments reflecting final decisions	at AFSCA	
16.01	security case history record card	index cards giving summary of security cases		

TABLE 31-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
17	unknown subjects investigations	reports of investigations, wherein names of subjects are unknown, conducted by AFOSI and forwarded to commanders for review and action		destroy after appropriate administrative action, such as Report of Survey, Damage Property Report, etc., is completed or when a determination is made that no other action is contemplated. AUTH: N1-AFU-90-3
18	presidential support nominations	investigative reports, nominating correspondence, evaluations, summaries, medical reports, statements and recommendations, including copies of such record at elements in the nomination process	forwarded with recommendations for selection of the nominee	destroy upon receipt of notification of selection from AFSCA. AUTH: N1-AFU-90-3
19			nonselected by a nominating element without forwarding the nomination to AFSCA	hold until the nominating commander determines that an appeal to the nonselection will not be filed, then destroy the investigative report and hold the remaining part of the nomination file for 1 year, then destroy. AUTH: N1-AFU-90-3
20			nonselected by AFSCA or higher review level	
21	presidential support assignment	letters of notification of selection for assignment to presidential support duties	at MAJCOMs, base Chiefs, Security Police and units of assignment	destroy upon notification of termination of duties or assignment. AUTH: N1-AFU-90-3
22			at AFSCA	destroy after 5 years or upon reassignment, whichever is later. AUTH: N1-AFU-90-3
23		quarterly roster of personnel assigned to presidential support duties	at AFSCA, base MAJCOMs, Security Police, and units of assignment	destroy when superseded. 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 rules 3, 6, 7, 8, and 13.

	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 31-7

INDUSTRIAL SECURITY PROGRAM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	facility security clearance (FCL)	initial requests for FCL by contractor, justification for retention of clearance or termination of FCL, and related records	at security police unit providing security oversight of contractor	destroy 2 years after termination of FCL. AUTH: N1-AFU-88-38
2	security agreements	Security Agreement (DD Form 441), Appendage to DOD Security Agreement (DD Form 441-1), Facility Security Clearance Survey (DD Form 374), Letter of Notification of Facility Clearance (DIS FL 381-R), and related records		
3	inspection reports	Industrial Security Inspection Report (DD Form 696), letters of requirement, reports of contractor corrective actions, facility visit reports, and related records		destroy after 2 years, when unresolved deficiencies are corrected, or when adverse trend in contractor management attitude is corrected, whichever is later. AUTH: N1-AFU-88-38
4	security violations	reports of security violations, and reports wherein loss, compromise, or suspected compromise of classified information did not occur	at security police unit providing security oversight of contractor and higher command levels	destroy after 2 years. AUTH: N1-AFU-88-38
5		reports wherein loss, compromise, or suspected compromise of classified ion did occur information did occur		destroy after 7 years if contractor facility remains active, 2 years after facility security clearance (FCL) is terminated, or upon inactivation of facility. AUTH: N1-AFU-88-38
6	visit requests	copies of requests to visit contractor facility located on Air Force installation.	at security police unit providing security oversight of contractor	destroy after completion of visit. AUTH: N1-AFU-88-38
7	special access files	special access files, carveout contracts, special security requirements records, and copies of consultant agreements		destroy 6 months after contract or agreement is terminated. AUTH: N1-AFU-88-38
8	special visitor agreements	long-term visitor agreements		destroy 3 months after expiration of agreement or completion of visit. AUTH: N1-AFU-88-38

TABLE 31-7

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9	Critical Nuclear Weapons Design Information (CNWDI)	authorizations for access and briefing records for access to CNWDI		destroy 6 months after notification that access is no longer required, or when superseded. AUTH: N1-AFU-88-38
10	classification specification	Contract Security Classification Specification (DD Form 254), and related records pertaining to classification, downgrading, declassification, and disposition	at security police unit providing security oversight of contractor and higher command levels	destroy when contract is completed, superseded, or classified information in contractor's possession is returned or destroyed. AUTH: N1-AFU-88-38
11	standard practice procedures (SPP)	classified information security procedures followed by the contractor	at security police unit providing security oversight of contractor	destroy 2 years after termination of FCL, or when superseded. AUTH: N1-AFU-88-38
12	industrial defense surveys	classified information security procedures followed by the contractor	at security police unit providing security oversight of contractor	see table 63-3. AUTH: N1-AFU-88-38

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 31-8

PERSONNEL SECURITY PROGRAM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	personnel security clearance and access	records of personnel security investigation and clearance	at base security police	destroy 2 years after individual has been separated from active duty or has terminated civilian employment. AUTH: N1-AFU-90-3
2			in the Unit Personnel Record Group (UPRG)	see table 36-12, rule 1.1. AUTH: N1-AFU- 90-3
3		emergency or special access certificates or documents and related correspondence	at units of assignments or issuing authorities	destroy upon termination of access. AUTH: N1-AFU-90-3
4			in a special security file	see rules 23 through 25. AUTH: N1-AFU- 90-3

TABLE 31-8

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5		limited access authorizations and related correspondence	at units of assignment or base security police	return to issuing authority when access authorization is withdrawn or expires. AUTH: N1-AFU-90-3
6			at issuing authorities	destroy 2 years after limited access is terminated. AUTH: N1-AFU-90-3
7	personnel security investigation requests	unit requests for investigation, clearance or unescorted entry		destroy when no longer needed. AUTH: N1- AFU-90-3
8		request to DIS for an investigation, verification of prior investigation and tracers		destroy upon receipt of investigation report or response to query. AUTH: N1-AFU-90-3
9	duty and travel restriction	records requesting, denying, approving and verifying duty and travel restrictions	at base security police or CCPO and issuing authorities	destroy upon termination of restriction. AUTH: N1-AFU-90-3
10			in the UPRG	destroy after annotating DD Form 214 per AF1 31-501, or upon termination of restriction. AUTH: N1-AFU-90-3
11	personnel security questionnaires	completed personal history statements, personnel security questionnaires, or comparable forms		see table 36-12, rule 1.1. AUTH: N1-AFU- 90-3
12			at base security police, units of assignment, MPF, CSPF	destroy when employment is terminated. AUTH: N1-AFU-90-3
13	security termination statements			see table 31-4. AUTH: N1-AFU-90-3
14	Classified Information Nondisclosure Agreements (NdAs)		for military personnel	see table 36-12, rule 1. AUTH: N1-AFU-90-3
15			for civilian personnel (in OPF)	see table 36-26, rule 8. AUTH: GRS18,ITEM25
15.01			for civilian personnel (not in OPF)	destroy after 50 years (note). AUTH: GRS18,ITEM25
16	civilian security documents	security termination statements	completed upon termination of	see table 31-4. AUTH: N1-AFU-90-3

TABLE 31-8

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
17			employment completed upon termination of special access	
18		duty and travel restriction correspondence		see rule 9. AUTH: N1- AFU-90-3
19		clearance certificates or records of completed investigations		see rule 1. AUTH: N1- AFU-90-3
20		access certificates or related correspondence		see rules 3 through 6. AUTH: N1-AFU-90-3
21		personal history statements or similar forms		see rule 12. AUTH: N1-AFU-90-3
22		any record not covered in rules 16 through 21		destroy when the record is no longer needed or upon termination of employment AUTH: N1-AFU-90-3
23	special security files (SSF)	unfavorable personnel security information, investigative reports, correspondence, and related records	at base security police until decision to close file favorably/ unfavorably	destroy after favorable decision by local commander, or send to AFSCA if not closed favorably. AUTH: N1- AFU-90-3
24		(RESERVED)		(RESERVED)
25		unfavorable personnel security information, investigative reports, correspondence, and related records	at base security police until final decision is received from 497 IG/INS	destroy upon receipt of final decision from 497 IG/INS. AUTH: N1- AFU-90-3
26	special security case files	complete case files, including case summaries, memoranda of final decision correspondence, letters of intent to deny or revoke clearance or to deny eligibility for assignment to sensitive positions, exhibits, and related case records for cases adjudicated under AFI 31-501 and AFI 36-702	at 497 IG/INS, if not closed favorably	destroy 20 years after final decision. AUTH: N1-AFU-90-3
26.01			at 497 IG/INS, if closed favorably	destroy 1 year after final decision. AUTH: N1-AFU-90-3
27		duplicate case files	at local bases until final decision is made	destroy after final decision is received from 497 IG/INS. AUTH: N1-AFU-90-3
28	security case history records	index card giving summary of security cases	at 497 IG/INS	destroy 20 years after final decision or when no longer needed, whichever is later.

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TABLE 31-8

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
29	foreign travel	personal foreign travel reports from personnel with security clearances, and related records	at security manager	destroy after 5 years. AUTH: N1-AFU-90-3 AUTH: N1-AFU-89-25

NOTE: NdAs are maintained in a separate file if unable to include them in individual official personnel folders (OPFs).

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 14.

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 31-9

DEFENSE COURIER SERVICE (DCS)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	receipt to sender	Receipt to Sender (DCS Form 1)	at DCS stations and agencies	destroy after 2 years. AUTH: N1-AFU-91-3
2	authorization record	Authorization Record (DCS Form 10)	at DCS stations	destroy when superseded. AUTH: N1-AFU-91-3
3	"	"	at agencies	
4	transfer form	DCS Transfer Form (DCS Form 32)	at DCS stations and agencies	destroy after 2 years. AUTH: N1-AFU-91-3
5	credentials	Courier Credential (DCS Form 9)	at HQ DCS and DCS stations	destroy at expiration or courier transfer from DCS. AUTH: N1- AFU-91-3
6	DCS routes	scheduled itineraries for the transportation of material	at DCS stations and agencies	destroy when superseded. AUTH: N1-AFU-91-3
7	administrative and operational	data in computer in the Defense Courier Automated Management System (DCAMS)	at HQ DCS and DCS stations	destroy (delete) when entry is no longer valid. AUTH: N1-AFU-91-3
8		data on computer tape in DCAMS	at HQ DCS	destroy when no longer needed. AUTH: N1- AFU-91-3
9		DCAMS data printouts (administrative records)	at HQ DCS and DCS stations	
10		DCAMS data printouts (operational records)	at HQ DCS	destroy when no longer needed. AUTH: N1- AFU-91-3
11	account identification and service information	DCS Worldwide Master Account (WWMA) Data (DCS Form 25)	at HQ DCS and DCS stations	destroy after 3 months. AUTH: N1-AFU-91-3
12		data in the WWMA Database	at HQ DCS	destroy (delete) when entry is no longer valid. AUTH: N1-AFU-91-3
13		WWMA data printouts (account identification)	at HQ DCS and DCS stations	destroy after 2 years. AUTH: N1-AFU-91-3
14		WWMA data printouts (service information)	at DCS stations	

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 31-10

PHYSICAL SECURITY

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	physical security operations evaluations	test, survey, and inspection reports		destroy 1 year after action completed or after next inspection, whichever is later. AUTH: N1-AFU-90-3
1.01	security systems	intrusion detection system plans, proposals, and authorizations	at security police and operating activities (See Note 1)	destroy 1 year after system is removed from facility. AUTH: N1- AFU-90-3
1.02		contracts, work orders, drawings, specifications		destroy 1 year after system is removed from facility, when obsolete or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
2	security system performance data	reports on intrusion detection alarm system performance	at MAJCOMs	retire as permanent (See Note 2). AUTH: NC-174-159
3			below MAJCOMs	destroy after 1 year. AUTH: N1-AFU-90-3
4	records of visitors	requests for visits to restricted areas		destroy 3 months after completion of the visit(s). AUTH: N1- AFU-90-3
5		authorization for contractors to visit in connection with classified matters		destroy 1 month after termination of authorization. AUTH: N1-AFU-90-3
6	installation security plan	master plan		destroy 1 year after being superseded. AUTH: N1-AFU-90-3

TABLE 31-10

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7		other than master plan		destroy when superseded. AUTH: N1-AFU-90-3
8	application for aerial photographic license	records regarding granting licenses to foreign nationals to take aerial photographs, resulting in favorable information		destroy after 3 months. AUTH: N1-AFU-90-3
9		resulting in unfavorable information		destroy after 2 years. AUTH: N1-AFU-90-3
10	restricted area identification credentials			see table 36-2. AUTH: N1-AFU-90-3
11	security deviations	deviations from criteria contained in AFI 31-series directives and related records	approved	destroy 1 month after expiration date, when reason for deviation no longer exists, or on cancellation of deviation, whichever is sooner. AUTH: N1- AFU-90-3
12			disapproved	destroy 1 month after final action of approving authority. AUTH: N1-AFU-90-3
13	(RESERVED)			(RESERVED)
14	identification codes	sign/countersign and duress lists		destroy when superseded or compromised. AUTH: N1-AFU-90-3
15	nuclear weapons movement off-base	listings of nuclear weapons convoy movements and related records		destroy after 1 year. AUTH: N1-AFU-90-3

NOTE(S):

1. Civil engineering, budget and procurement activities maintain records relating to intrusion detection equipment (IDE) systems in the appropriate series for their functional area.
2. Transfer records 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 2.

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 31-11
MISSILE SECURITY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	security dispatch	predispatch notification used to notify key and code control center of requirement for a dispatch		destroy after 3 months or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
2		approved dispatch notification used to notify flight security control and missile combat crews of an approved dispatch		destroy after 1 month. AUTH: N1-AFU-90-3
3		dispatch records used to manage dispatch of security escorts and camper alert team members		destroy after 1 year. AUTH: N1-AFU-90-3
4	security message log	alarm situations used to record security alert messages		destroy after 3 months. AUTH: N1-AFU-90-3
5		helping hand and covered wagon reports used to record upchanneled reports		see table 31-1. AUTH: N1-AFU-90-3
6	security response	flight time-distance response matrix which are specific response criteria for alarms		destroy after 1 year. AUTH: N1-AFU-90-3
7	key and code control	registers, and material handling records used to issue, transfer, and destroy National Security Agency one-time code tables		see table 33-1. AUTH: N1-AFU-90-3
8	physical examinations	minuteman camper inspections used to record discrepancies of self-contained unit		destroy after 1 year. 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" and "b" do not apply to rule 7.

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 31-12

ANTITERRORISM RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	antiterrorism services	reports and correspondence related to development of antiterrorism programs for US Government agencies, DOD/USAF Commanders	at HQ USAF/SPO	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
2			at other HQ USAF offices and commands	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

TABLE 31-12

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	antiterrorism briefings/training	reports of antiterrorism briefings/training related to the terrorist threat at a particular area and general threat in large overseas areas, including techniques that can be employed to counter the threat	at HQ USAF/SPO	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
4			at other HQ USAF offices and commands	destroy after 3 months or when no longer needed, whichever is later. 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" and "b" do not apply to rules 1 and 3.

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.

40. Medical Command. These tables cover records pertaining to aspects of health and well-being, including use of animals for laboratory research and control of radioactive material.

TABLE 40-1

VETERINARY SERVICE

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	research animal service	records used for laboratory research	at medical laboratories	destroy 5 years after death of animal or completion of research effort or when no longer needed, whichever is later. AUTH: NI-AFD-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 40-2

RADIOISOTOPE RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	applications for By-product Material License and AFMC IM records of radioactive commodity management	approved applications and related records, such as correspondence, reports of survey and minutes of meetings		disposition pending. AUTH: Unscheduled
2		approved copies	at USAF Radioisotope Committee	destroy 5 years after expiration of license. AUTH: N1-AFU-90-3
3		disapproved copies		destroy upon receipt of the disapproved form. AUTH: N1-AFU-90-3
4	reports of incidents involving accidents, thefts and loss of radioisotopes or other licensed materials			disposition pending. AUTH: Unscheduled
5	isotope accountability	records showing receipt, use and disposal of radioisotope material, indicating material on hand	at isotope clinics	when isotope inventory has reached zero balance (i.e., no radioactive material on hand) hold until inspected by US Nuclear Regulatory Agency; after inspection and certification by NRA, destroy records having zero balance. AUTH: N1-AFU-90-3
6	patient's records	dosage records, scan sheet, tracings, copy of consultation sheet, patient's index card, and applicable worksheets		destroy after 5 years, provided that original copy of report, i.e., SF 513 or equivalent, has been placed in the individual's medical record. 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 rules 1 and 4.

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

46. Nursing. This table covers records pertaining to all aspects of nursing services.

TABLE 46-1

NURSING SERVICE RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	nursing supply records	Central Nursing Supply Issue Record (AF Form 580), or comparable forms	at hospitals	destroy 1 month after items have been returned and posted to inventory records. AUTH: N1-AFU-90-3
2	nursing service report	Nursing Service 24-Hour Report (AF Form 587), or comparable forms		destroy after 1 year. AUTH: N1-AFU-90-3
3	ward reports	statistical reports or listings of ward patients, such as daily and weekly patient census, patient strength reports, and ward patient rosters		destroy after 3 months. AUTH: N1-AFU-90-3
4	operating room schedules	register or ledger containing information on the operations performed for each day		destroy after 5 years. AUTH: N1-AFU-90-3
5		lists of operations scheduled for the next day		destroy when no longer needed AUTH: N1-AFU-90-3
6	sterilizer testing documentation	forms indicating the efficiency of sterilizers		destroy after 2 years. AUTH: N1-AFU-90-3

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

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

47. Dental. These tables cover records pertaining to dental services and programs, including dental research and prevention of dental diseases, examination and treatment of personnel, administration of dental clinics and dental prosthetic laboratories.

TABLE 47-1

INDIVIDUAL DENTAL HEALTH RECORDS AND X-RAYS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	individual dental health records of active duty military personnel (See Notes 1, 6)	dental health record folders containing dental examination and treatment forms such as Dental Health Record (SF 603), Consultation, Laboratory Reports, Dental Patient History, Periodontal Scoring Chart, and related records and data	on AF active duty military personnel	maintain and forward as prescribed in AFI 36-2608, AFI 47-101, and appropriate medical guidance. AUTH: NI-AFU-90-3
2			on Army, Navy and Marine Corps active duty military personnel	

TABLE 47-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2.01	individual dental health records of AF reserve personnel		on AF reserve personnel	maintain and forward as prescribed in AFI 36-2608 and appropriate medical guidance. AUTH: N1- AFU-90-3
3	individual dental health records for other than active duty military personnel (See Notes 1, 2, 3, 4)		on retired AF general officers and personnel on temporary disability retired list (TDRL)	send to HQ AFMPC/ MPCDRR, Randolph AFB TX 78150, 3 years after year of last treatment. AUTH: N1- AFU-90-3
4			on retired military personnel (except personnel in rule 3)	retire to NPRC (MPR) 3 years after year of last treatment. AUTH: N1- AFU-90-3
5			on family members of military personnel (include dependents of retired military personnel)	destroy 5 years after year of last treatment. AUTH: N1-AFU-89-23
6			on civilian employees	retire records of employees transferred to an AF activity within the Military District of Washington or to another activity within the federal service, and records of employees who are separated from the federal service, to NPRC (CPR) at the end of each calendar year. AUTH: N1-AFU-90-3
7			on foreign nationals	deliver records in a sealed envelope to the concerned allied or neutral military individual on transfer to another AF base, on discharge from treatment, or on return to parent country following termination of training, or deliver to the senior member of a group repatriated.

TABLE 47-1

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
				subject to conditions in note 5. AUTH: N1- AFU-90-3
8			on American Red Cross personnel	send to Medical Director, American Red Cross, Washington DC 20006, 3 years after year of last treatment. AUTH: N1-AFU-90-3
9			on Coast Guard personnel on active duty	send to Commandant, US Coast Guard, Washington DC 20593, 1 year after year of last treatment. AUTH: N1- AFU-90-3
9.01			on USAF Academy cadets	send to Cadet Records, USAF Academy, for inclusion with the personnel records, after record is complete following cadet's departure from USAF Academy. AUTH: N1- AFU-90-3
10			on Peace Corps and State Dept personnel, and all other personnel not covered in rules 1 through 9.1	retire to NPRC (CPR) 1 year after year of last treatment. AUTH: N1- AFU-90-3
10.01	clinic index cards	clinic index (AF Form 1942) cards prepared for eventual inclusion with retired dental health records		destroy immediately (See Note 7). AUTH: N1-AFU-90-3
11	dental treatment plans	forms used within the dental service for treatment planning		destroy when proposed treatment has been completed and recorded on Dental Health Record (SF 603). AUTH: N1-AFU-90-3
12	temporary dental health records		used for exchanging and receiving treatment data from another dental facility	destroy after all transcriptions have been made on long- term records and have been initialed by transcribing officer. AUTH: N1-AFU-90-3
13			used as a temporary record pending arrival of Field Record Group	

TABLE 47-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
14	dental X-ray film	exposed dental X-rays	taken for evaluation, treatment, and follow- up care of dental diseases or oral manifestation of systemic diseases	hold as part of the Dental Health Record. AUTH: N1-AFU-90-3
15			initial, full-mouth X- rays	hold, so long as legible, as part of the Dental Health Record. AUTH: N1-AFU-90-3
16			taken incident to hospitalized dental cases	include with individual clinical records when required. AUTH: N1- AFU-90-3
17			obtained for other purposes, and determined to be of no more value	destroy when appropriate findings are entered on individual's Dental Health Record. AUTH: N1-AFU-90-3
18			judged by a dental officer to be of unusual interest or selected for teaching or research purposes	hold in a separate file, and destroy when no longer usable or needed. AUTH: N1- AFU-90-3
19			unidentifiable	destroy immediately. AUTH: N1-AFU-90-3

NOTE(S):

1. Records dated before 1982, retired to NPRC (MPR or CPR), are in alphabetical sequence. Records dated 1982 and later, retired to NPRC (MPR or CPR), are in numerical, terminal digit order; accompanied by the patient record retirement cards in alphabetical order in the first box of each accession. Destroy dental health records for military personnel

50 years after date of latest record. Destroy dental health records for nonmilitary persons, unless stated otherwise, 15 years after date of latest record.

2. RESERVED

3. Retire nonmilitary dental health records, other than dependents, pertaining to deaths at the end of the year when change of status occurs.

4. Retain dental health records for retired military personnel when it is known that they still reside in the area and expect to receive care at the dental facility.

5. Before delivery of records to foreign nationals, screen records in detail and remove all security information, regardless of specific classification. Forward classified records to AFIS/INFOD for review and further transmission, if warranted, to the government concerned. Forward records of deceased personnel directly to AFMOA/SGSB for transmittal to parent country. If, for some reason, delivery of records to foreign nationals is not possible, forward them to HQ AFMOA/SGSB.

6. A fire at NPRC (MPR) on 12 July 1973 destroyed approximately one million Master Personnel Records of AF personnel whose surnames begin with the letters "Hu" through "Z" and who were discharged between 25 September 1947 and 31 December 1963. An additional 432,000 records were salvaged. (No fire damage occurred to records of AF veterans whose surnames begin with the letters "A" to "Hu".) The destroyed records contain all induction and enlistment records, assignment and promotion orders, outpatient/health and dental records, and separation records. If identifying information can be provided (such as veteran's dates of service, unit or assignment), NPRC can verify most of the facts about the member's military service. However, specific outpatient medical/dental data cannot normally be provided.

7. NPRC may destroy clinic index cards when encountered.

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 47-2

FACILITY DENTAL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	dental appointments	registers and appointment slips		destroy when no longer needed. AUTH: N1- AFU-90-3
2	dental attendance	records for dental service report data input		destroy 3 months after submission of report. AUTH: N1-AFU-90-3
3	(RESERVED)			(RESERVED)
4	dental services reports			destroy after 3 years. AUTH: N1-AFU-90-3
5	temporary dental prosthetic case reports	prosthodontic prescription and consultation requests not used to record local expenditures of precious metals, or which show precious metal expenditure at another AF activity		destroy 6 months after insertion of dental prosthesis. AUTH: N1- AFU-90-3
6	dental registers of precious metals and alloys	registers and copies of prosthodontic prescriptions and consultation requests required as a voucher for expenditure of precious metals		destroy 1 year after fiscal year cutoff, or on inactivation of activity after final inspection has been made and exceptions have been cleared. AUTH: N1- AFU-90-3
7	tooth inventory management	files closed out		destroy 1 year after fiscal year cutoff, or on inactivation of dental facility where a final inventory has been made. AUTH: N1- AFU-90-3
8	dental accreditation file	certificate that hospital dental service is accredited	property of the Council on Hospital Dental Service (CHDS)	return the certificate promptly to CHDS on inactivation of dental facility, revocation or other reason for termination of accredited status. AUTH: N1-AFU-90-3
9		accreditation guidelines, dental service by-laws, committee membership, minutes of hospital committees, special training file, and consultant lists		destroy after 1 year or on inactivation of dental facility. 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.

52. Chaplain. This table covers records pertaining to the chaplain's functions and religious program, including religious services, sacraments, and rites; religious education, leadership, and lectures; use of chapels, facilities, and equipment; professional records and reports of chaplain activities, chaplain funds, and USAF Academy chaplain records.

TABLE 52-1**CHAPLAIN ACTIVITIES**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	program planning and administration	records used in planning, administration and operation of religious programs, including studies, directives, and analyses reflecting the organization of programs, techniques employed to obtain objectives, and results of program activities	at HQ USAF	retire as permanent (See Note 1). AUTH: N1-AFU-90-5
1.01			(RESERVED)	(RESERVED)
2			below HQ USAF	destroy after 2 years. AUTH: N1-AFU-90-5
3	special event case files	correspondence and other background materials pertaining to special chaplain programs	maintain to plan future programs	destroy when superseded, or no longer needed. AUTH: N1-AFU-90-5
4	nonchaplain personnel certifications	letters or documents of certification	at possessing activities	destroy on cancellation or termination of duties, whichever is sooner. AUTH: N1-AFU-90-5
4.01	(RESERVED)			(RESERVED)
5	religious education records	enrollment/registration documentation	at possessing activities	destroy when individual withdraws. AUTH: N1-AFU-90-5
6		individual class reports		destroy when no longer needed. AUTH: N1-AFU-90-5
7		consolidated class reports		destroy after 1 year. AUTH: N1-AFU-90-5
8 thru 10	(RESERVED)			(RESERVED)
11	reports	written mobility after-action reports	at managing MAJCOM	destroy after 2 years. AUTH: N1-AFU-90-5
12			tasked activities	destroy after 1 year. AUTH: N1-AFU-90-5
13		AF Form 1423, Certification of Attendance and Offerings	at installations	destroy after 2 years. AUTH: N1-AFU-90-5
14		chaplain statistical report, AF Form 1270 RCS: HAF-HCX(A)7103	consolidated at other than HQ USAF	destroy after 2 years or when no longer needed. AUTH: N1-AFU-90-5
15			consolidated at HQ USAF	retire as permanent (See Note 1). AUTH: N1-AFU-90-5

TABLE 52-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
16			individual reports	destroy after 1 year. AUTH: N1-AFU-90-3
16.01 thru 19	(RESERVED)			(RESERVED)
20	choir music and documentation	copies of music purchased and maintained for repeated usage		destroy when no longer needed (See Note 2). AUTH: N1-AFU-90-5
21	chapel records	records of funerals, marriages and baptisms dated from 1949-1958		destroy after 75 years (See Note 5). AUTH: N1-AFU-90-5
22 thru 25	(RESERVED)			(RESERVED)
26	religious program contingency plans	documents and/or agreements for supplemental religious ministries and support services documents	at possessing activities	destroy when superseded. AUTH: N1-AFU-90-5
27	(RESERVED)			(RESERVED)
28	design plans and policy	project data concerning copies of initiated AF Form 332, BCE Work Request; document narrative portion of DD Form 1391, FY19__ Military Construction Project Data; programming, siting, constructing, modifying, and renovating of religious facilities including plans, definitive drawings, photographs, studies, design review stage documents, reports, and other related building project papers	HQ USAF/HC	retire as permanent (see note 1). AUTH: N1- AFU-90-5
29	(RESERVED)			(RESERVED)
30				
31	chaplain funds	document establishing fund, records of dissolution, copy of terminal audit report.	at using activity	destroy 6 years after FY in which fund is dissolved. AUTH: N1- AFU-90-5
32		equipment records	related to an active chaplain fund retained at MAJCOM	the monitoring MAJCOM will destroy after reviewing the inactivated fund records and terminal audit (See Note 6). AUTH: N1-AFU-90-5
33			at using activity	destroy 6 years after FY in which fund is inactivated (See Note 6). AUTH: N1-AFU- 90-5
34		annual equipment change report	at MAJCOM	destroy after reviewing and updating internal

TABLE 52-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				control copy of each active chaplain funds equipment records. AUTH: N1-AFU-90-5
35			at submitting activity	destroy 4 years after end of FY to which they pertain. AUTH: N1-AFU-90-5
36		check signature cards, account access documents and related information, document authorizing petty cash, foreign currency cash account approval, approved waivers, tax information, fund transfer statements certification and approval for NCO custodians, warranty and maintenance history of equipment, safe storage limitations letter(s), MAJCOM staff assistance visit report and related items	at using activity	destroy when superseded, revoked, obsolete or when no longer needed. AUTH: N1-AFU-90-5
37		monthly accounting folder of computer produced statements, bank statements, offering certificates, deposit slips, stop payment documents, receipt and expenditure vouchers with supporting documents, monthly review documents, adjustment vouchers, Project Officer reports and related items		destroy 4 years after FY in which they pertain (See Note 4). AUTH: N1-AFU-90-5
38		monthly data disk		maintain with monthly records until annual closeout is completed (see table 37-14, rule 4). AUTH: N1-AFU- 90-5
39		annual close out disk		maintain until the following FY closeout is complete and verified. AUTH: N1- AFU-90-5
40		checkbook, canceled and voided checks		retire canceled and voided checks plus attached check stubs with the FY records to which they pertain. AUTH: N1-AFU-90-5
41		(RESERVED)		(RESERVED)
42		annual statement of financial	at installation	destroy 4 years after

TABLE 52-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		condition		end of FY to which they pertain. AUTH: N1-AFU-90-5
43			at other than installation	destroy after 2 years. AUTH: N1-AFU-90-5
44		noncurrent nonpersonal service contracts	at using activities	file with final payment voucher. AUTH: N1- AFU-90-5
45		(RESERVED)		(RESERVED)
46				
47		statements for recipients of miscellaneous income (TD Forms 1096 & 1099 misc)	at issuing activities	destroy after 4 years. AUTH: N1-AFU-90-5
48		(RESERVED)		(RESERVED)
49				
50		special activity funds written guideline	at HQ USAF/HC	destroy when superseded, revoked/withdrawn, or no longer needed. AUTH: N1-AFU-90-5
51			at using activities	destroy when superseded, revoked/withdrawn, or no longer needed. AUTH: N1-AUF-90-5
52 thru 54	(RESERVED)			(RESERVED)
55	Cadet Religious Data Listings	forms for recording the name, cadet number, class, religious affiliation, family data, religious background, religious interest	at the Office of the Cadet Chaplain	destroy 1 year after graduation. AUTH: NC1-461-82-2
56	Request for Chapel Facility Utilization	for scheduling wedding rehearsals, wedding services, rites, and tours in Academy chapel facilities and for keeping all chapel agencies informed of programmed facility use	at all Academy Chaplain offices	destroy after 3 months or when no longer needed, whichever is sooner. AUTH: NC1- 461-82-2
57	Chorale Audition Record	forms concerning members of the USAFA Cadet Chorale	at Director of Cadet Chapel Music	destroy when superseded, on reassignment, or separation of individual. AUTH: NC1-461-82-2
58	Chorale/Choir Audition Record	cards for choosing new choir members each year and for recording past experiences of each		destroy upon graduation of individual's class. AUTH: NC1-461-82-2

NOTE(S):

1. Transfer to the National Archives in 5-year blocks when the latest record in the block is 25 years old.
2. Report the availability of usable copies of music to MAJCOM/HC for possible redistribution upon inactivation of a unit.
3. (RESERVED).
4. Destroy documents required for support of any claim when the action is resolved provided the retention period has elapsed.
5. Records after 1958 have been sent to the Military Ordinariate.
6. Inactive records (pages) maybe destroyed when the last date of activity is six 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, 15, and 28~~ 21, ~~22, 23, and 24~~ and with the exception that rules "a," "b," and "c" do not apply to rules 1, 15, and 28.

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.

84. History. These tables cover records relating to policy and procedures on the handling of historical information to aid the Air Force in policy planning and decisions.

TABLE 84-1**HISTORICAL PROGRAM RECORDS (SEE NOTE 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	periodic histories and occasional monographs, studies, and reports	records prepared or collected by historical officers and historians under the Air Force historical program	original narrative and one set of supporting records, copies of medical and HQ USAF staff office histories maintained by HQ Air Force Historical Research Center (AFHRA)	retire as permanent on inactivation if they have not or will not be microfilmed. If microfilmed, see notes 2 and 3. AUTH: GRS 16/13c
2			original medical histories maintained by HQ USAF/SG	
3			copies or microfilm maintained by the originating unit	destroy on inactivation of the unit. If microfilmed, see notes 2, 4, and 6. AUTH: NI- AFU-90-3
4			copies retained by originating HQ USAF staff office down to and including directorate (or comparable) level	destroy when no longer needed. AUTH: NI- AFU-90-3
5			copies received by intermediate headquarters from lower echelons and retained for research and reference	
6	source documents	subsidiary (or feeder) reports prepared at the request of a higher organization or a special activity for use in preparing a historical report and not submitted to HQ AFHRA	copies prepared and retained by a lower unit (including those prepared by a squadron at the request of its parent wing)	disposition pending. AUTH: Unscheduled
7			copies prepared and retained by an element of a unit, by a staff office of a headquarters at major command or lower level, or by a staff office of HQ USAF below directorate level	destroy when no longer needed, or after 2 years, whichever is sooner. AUTH: NI-AFU-90-3

TABLE 84-1

Continued. (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8			at the unit or HQ USAF staff office at directorate or above level for which the reports were prepared	destroy when no longer needed. AUTH: N1-AFU-90-3
9			copies received and retained for research and reference by the organization requesting the report	
10	historical research and reference	special collections of policy directives, staff studies, correspondence, and other communications of exceptional importance; transcripts of interviews, journals; diaries; minutes of important meetings or conferences; maps; charts; and statistical or other compilations; prepared by or required by the historical activity and maintained for research and reference	collected and maintained by historians at HQ USAF/HQ AFHRA/MAJCOMs/major subordinate commands; wings and independent squadrons for research documentation, or citation in the preparation of periodic histories, occasional monographs, studies, and reports for the purpose of continued historical reference	destroy paper or microfilm when superseded, obsolete, or on inactivation of the unit, whichever is sooner (EXCEPTIONS: if microfilmed, see note 2; if inactivated, see note 5). AUTH: N1-AFU-90-3
11	organizational emblems - initiator	official emblem elements, approvals, records resulting from changes in emblem, copyright releases, and other related documents	at initiating activities	forward to HQ AFHRA/RS on inactivation of activity. AUTH: N1-AFU-90-3
12	Organizational Emblems Intermediate Headquarters		at intermediate headquarters	forward to AFHRA/RS when no longer needed. AUTH: N1-AFU-90-3
13	Organization Emblems		at HQ AFHRA/RS	transfer to National Archives (for permanent retention) when no longer needed by AFHRA for on-site reference (See Note 2). AUTH: N1-AFU-80-8

NOTE(S):

1. HQ Air Force Historical Research Agency (HQ AFHRA) is the office of record for all narrative histories, monographs, studies, and reports, and their supporting records submitted by AF activities according to AFI 84-101.
2. If microfilmed, destroy paper records after 1 year or when no longer needed, whichever is later, provided microfilm has

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~~been inspected and found acceptable.~~

~~3. Retire original camera master silver negative, and first positive silver print therefrom, to the National Archives, Washington, DC 20408, 6 months after microfilm has been accepted.~~

~~4. Upon inactivation of the unit, all histories, monographs, studies, and reports maintained on microfilm will be sent to HQ Air Force Historical Research Agency/ISA, Maxwell AFB AL 36112.~~

~~5. Upon inactivation of groups, wings, and higher level organizations, and units that operated bases or Air Force stations, screening and final disposition of all historical research and reference records, including microfilm, will coordinate with the Air Force Historical Research Agency/ISA.~~

~~6. At the discretion of the MAJCOM/FOA records management officers, paper copies may be transferred to the gaining units.~~

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, 2, and 13 and with the exception that rules "a," "b," and "c" 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 84-2

MUSEUM PROGRAM RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	general authority	basic delegations of authority to establish museums, develop policies, procedures, and methods to maintain and promote its assigned mission; and conduct all phases of the AF museum program	at Office, Secretary of the Air Force (SAF/PA) and United States Air Force Museum (USAFM)	retire as permanent (See NOTE). AUTH: N1-AFU-87-32
1.01			at MAJCOM and subordinate commands	destroy 20 years after the museum is inactivated and historical property has been reassigned and all claims are settled. AUTH: N1-AFU-87-32
1.02			at the museums	on inactivation transfer the records through the parent command to the USAFM where they will be retained and disposed of per rule 1.1. AUTH: N1-AFU-87-32
2	liaison data	correspondence, photographs, brochures, and other types of printed matter used to reflect technical and nontechnical assistance provided contemporaries of museums similarly engaged in the establishment and promotion of aeronautical history		destroy when no longer needed. AUTH: N1-AFU-90-3
3	museum operation data	correspondence and related data in support of management, operation and administration of museums and their predecessors		destroy 20 years after museum is closed and all claims are settled. AUTH: N1-AFU-87-32
3.01	monographs, studies, photographs	record set of monographs, historical studies, photographs and other related historical data	at the USAFM and other museums	retire as permanent (See NOTE). AUTH: N1-AFU-87-32

TABLE 84-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	historical property	proffers of gift; acceptance letters; item record cards; loan, disposal, and transfer vouchers; directly related correspondence; and other records evidencing the establishment and relief of property responsibility, which are the only authorized record of museum historical property inventory		destroy 20 years after property leaves AF inventory, and all legal settlements have been finalized. AUTH: NI-AFU-90-3
5	historical property source data	correspondence, photographs, brochures, and other types of printed matter which provide the basis to negotiate for historical objects of significance and importance to the exhibits program of museums		transfer activated record to the historical property records (rule 4) files. AUTH: NI-AFU-90-3
6			remaining records other than rule 5	destroy when no longer needed. AUTH: NI-AFU-90-3
7	Report of USAF Historic Property	record of all historic items of all types in museums	at USAFM	destroy after 20 years. AUTH: NI-AFU-87-32
7.01			at other than USAFM	destroy when 5 years old. AUTH: NI-AFU-87-32

NOTE: Transfer to the National Archives in 5 year blocks when the most recent records pertain to museums that have been closed for 5 years.

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 3.01.

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.

90. Command Policy. These tables cover records related to policy that senior Air Force leadership creates, including organizational strategic planning, policy formulation, performance measurement, the Inspector General, and liaison with Congress.

TABLE 90-1**INSPECTOR GENERAL ADMINISTRATIVE REPORTS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	administrative reviews, inquiries and investigations	reports and supporting records relating to matters adversely affecting the discipline, efficiency, morale, or welfare of organizations, units or personnel; complaints, correspondence in the form of complaints, and locally produced forms reflecting a record of interview and resulting action taken which are the result of personal conference periods or complaints presented under AFI 90-301 or worked within/by Inspectors General (note)		destroy 2 years after the case is closed. AUTH: N1-AFU-90-44
2		reports involving senior officials, i.e., an active duty, retired, Reserve or Air National Guard military officer in grades brigadier general and above; current and former civilians above the grade of general service (GS) or general manager (GM)-15; current or former members of the Senior Executive Service, and current and former Air Force civilian Presidential appointees; active duty, Reserve, or Air National Guard military officers in the grade of colonel	at SAF/IGQ	destroy 2 years after the case is closed, or 2 years after the senior official retires, whichever is later. AUTH: N1-AFU-90-44
3			at MAJCOMs/FOAs and below	destroy 2 years after the case is closed. AUTH: N1-AFU-90-44

NOTE: These reports do not include OSI investigations.

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 90-2

INSPECTION RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	inspection reports not otherwise covered in this table		at MAJCOMs and subordinate commands	destroy 1 year after next like inspection or after 3 years, whichever is sooner. AUTH: N1- AFU-90-3
2		record copies		destroy 10 years after completion of subject inspection. AUTH: N1-AFU-90-3
3			at inspected activities, monitoring, evaluating, or approving authorities	destroy 1 year after corrective action has been taken, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
4		information copies of other unit inspections for self- inspection/assessment purposes and replies when required	at unit level	destroy 6 months after own comparable inspection report received or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
4.01		information copies of other unit inspections for monitoring the status of individual units corrective actions, formulating exercise scenarios, and conducting ORI type exercises	at base self-inspection office	destroy upon receipt of next inspection report for that unit, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
5		special interest items inspection files		destroy after 1 year, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
6		copies of reports with active-review findings		destroy 2 years after approval of inspection report. AUTH: N1- AFU-90-3
7		informational background material collected during an inspection		destroy when no longer needed. AUTH: N1- AFU-90-3
8	surveillance records	records reflecting results of evaluations, inspections and staff visits by The Inspector General USAF, in connection with overall surveillance of AF programs, missions, and operational readiness	originals at SAF/IG (note: paper copies are normally microfilmed within 3 years)	destroy 10 years after completion of subject inspection. AUTH: N1-AFU-90-3

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TABLE 90-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9	inspection team programming	inspection itineraries, team personnel rosters and change sheets, records on personnel augmentation, suggested items for inspection, special subjects for inspection and information pertinent to special inspection efforts	at inspection offices	destroy 1 year after completion of inspection to which records pertain or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
10	inspection checklists	inspection checklists, inspection guides, individual methods of approach or similar records and papers related thereto, not published as, or supplement to, a standard publication per AFI 37-160V1 (see Table 37-7); and, which are not used to record a completed inspection		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
10.01	self-inspection checklists			see table 37-15, rule 33. AUTH: N1-AFU-90-3
11	inspection clearance certificates	certificates of unit property, certification of clearance from accountability of station property, departure certificates, authorized personnel, vehicles, and cargo certificates, comparable certificates, and papers related thereto	at inspected units, prepared prior to movement departure, to insure that all directives have been complied with in connection with sanitation, policing, property, and all other responsibilities	destroy after 1 year. AUTH: N1-AFU-90-3
12	operational readiness plans	plans prepared for guidance of the conduct of operational readiness inspections	at MAJCOMs and below	destroy when superseded. AUTH: N1-AFU-90-3
13	summary of inspector general activities			see table 90-3. 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 90-3

FRAUD, WASTE AND ABUSE (FWA) RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	case files	USAF FWA Disclosure (AF Form 635) or other format for HOTLINE AND Non-HOTLINE disclosures, including HOTLINE Progress Report, HOTLINE Completion Report, reports of investigation or inquiry, allegations of reprisal, summary completion report, and related records report, and related records	at HQ USAF, MAJCOMs, and below (except AFOSI)	destroy 2 years after case is closed (note 1). AUTH: N1-AFU-88-32
2			at HQ AFOSI and AFOSI field extensions	see 71-series tables. AUTH: N1-AFU-90-3
2.01		rules 1 and 2 FWA disclosures which are substantiated and: have wide media coverage or are investigated by or at the request of Congressional committees; involve general officers or equivalent personnel; involve dollar losses or recoveries of \$100,000 or more; reveal systemic problems in AF administration /or result in major changes in policy and procedures and/or result in major changes in AF policy and procedures	at highest command level where the inquiry was completed or where the case file is maintained	retire as permanent (note 2). AUTH: N1-AFU-88-32
3	case files summary data	computer printout summaries of open and closed FWA cases, and related records		destroy when no longer needed. AUTH: N1-AFU-88-32
4		selected case files data in the computer		
5	FWA reports	HQ USAF input to the DOD Semiannual Report to the Congress, and related records		destroy after 2 years. AUTH: N1-AFU-88-32
6	(RESERVED)			(RESERVED)
7	remedies plans	plans used to determine what judicial, contractual and administrative remedies are necessary	at HQ USAF	retire as permanent (note 2). AUTH: N1-AFU-88-32
7.01			at MAJCOMs and below	destroy after 2 years, or when no longer needed, whichever is later AUTH: N1-AFU-88-32
8	log registers	logs recording names, dates and other applicable data of disclosures		destroy after 2 years, or when no longer needed, whichever is later AUTH: N1-AFU-90-3

NOTE(S):

1. Cutoff daily and destroy 2 years after case is closed.
2. Transfer to the National Archives in 5-year blocks when latest record is 25 years old.

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a" and "b" do not apply to rules 2.01 and 7.

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 90-4

CONGRESSIONAL RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	congressional inquiries	nonroutine inquiries and replies relating to or involving AF policy, procedures, plans, classified information, and other matters of importance-such as changes in status or location of AF organizations, activities or installations, production facilities, major procurement or allied matters	at OSAF and HQ USAF	retire as permanent (see note 1). AUTH: NC1-AFU-80-8
2			below HQ USAF	destroy after 5 years. AUTH: N1-AFU-90-3
3		routine and noncontroversial communications from and to members of Congress relating to unclassified information-such as requests from military personnel for discharge or reassignment, for assistance in placement in federal service, to place contractors on AF bidders' lists as source of procurement; and inquiries from constituents about surplus property	at HQ USAF	destroy after 2 years. AUTH: N1-AFU-90-3
4			at OSAF and all activities below HQ USAF	destroy after 1 year. AUTH: N1-AFU-90-3
5	congressional travel	letters, requests for travel orders, messages, trip reports, and related data and attachments pertaining to congressional travel sponsored by the Department of the Air Force		destroy after 6 months or when no longer needed, whichever is sooner (see note 2). AUTH: N1-AFU-90-3

NOTE(S):

1. Transfer to National Archives in 5-year blocks when latest record is 25 years old.
2. When congressional travel records are used as background for case files, their disposition will be the same as the files they support.

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.