

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-AFU-02-12 <i>R</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5/10/02</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <i>6-25-02</i>	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>87</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, ☒ is not required ☐ is attached; or ☐ has been requested.			
DATE <i>9 May 02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S. Croom</i>		TITLE Air Force Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The SF115 relates to the three rules on the first attached sheet, involving temporary electronic records. Specifically, these three rules are to be added to the following attached tables in AFMAN 37-139: Tables 36-26 through 36-51 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. The attached tables themselves have been <u>crossed out</u> because this SF115 covers, for each table, only the three rules involving temporary electronic records. <i>cc Agency, DR, DWMW</i>		

	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 apply to all series covered by Tables 36-26 through 36-51, with the following exceptions:

Rules a and b do not apply to:

Table 36-26, Rule 1 – Records are permanent.

Table 36-26, Rule 8 – Records (official personnel files of civilian personnel) might warrant retention if maintained electronically.

Table 36-26, Rule 21 – Rule cross references a table that includes permanent items.

Table 36-26, Rule 27 – Records are permanent.

Table 36-27, Rule 19.02 - Records might warrant retention if maintained electronically.

Table 36-27, Rule 32 – Records are filed in the official personnel folder.

Table 36-33, Rule 5-7 –Records are permanent.

Table 36-33, Rules 8 and 9 - Records might warrant retention if maintained electronically.

Table 36-33, Rule 13 – Records are permanent.

Table 36-36, Rule 1 - Records might warrant retention if maintained electronically.

Table 36-37, Rule 21 – Records are permanent.

Table 36-40, Rule 2 – Records are permanent.

Table 36-46, Rule 1 – Records are to be filed in Master Cadet Personnel Record, which might be permanent if maintained electronically.

Table 36-46, Rule 1.01 – Rule cross references a table that includes permanent items.

Table 36-46, Rule 2 - Records might warrant retention if maintained electronically.

Table 36-50, Rule 1 – Records are to be filed in a series that is permanent.

Table 36-51, Rules 11 and 11.01 - Records might warrant retention if maintained electronically.

Rules a, b, and c do not apply to:

Table 36-51, Rule 1 – Records are unscheduled.

1-a

Rule c does not apply to;

Table 36-26, Rule 1 – Records are permanent.

Table 36-26, Rule 21 – Rule cross references a table that includes permanent items.

Table 36-26, Rule 27 – Records are permanent.

Table 36-27, Rule 32 – Records are filed in the official personnel folder, which is permanent.

Table 36-33, Rule 5-7 –Records are permanent.

Table 36-33, Rule 13 – Records are permanent.

Table 36-37, Rule 21 – Records are permanent.

Table 36-40, Rule 2 – Records are permanent.

Table 36-46, Rule 1.01 – Rule cross references a table that includes permanent items.

Table 36-50, Rule 1 – Records are to be filed in a series that is permanent.

The exclusion of permanent series from the coverage of Rule c does not reflect archival considerations. These records clearly lack value after creation of a recordkeeping copy. However, the description of this schedule published in the Federal Register could be interpreted as limiting its coverage only to series where the recordkeeping copies were previously approved for disposal. Consequently, these electronic copies have been excluded from this job but will be included in a subsequent schedule.

TABLE 36-26				
POLICY, GENERAL AUTHORITY AND GENERAL MANAGEMENT				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	basic program records	HQ USAF and MAJCOM records reflecting basic delegation of authority (comments and coordination) and development of policies, procedures and methods for conducting all phases of the AF civilian personnel administration program	wages schedules, resolution of field- referred matters, studies, reports and other records forming the basis for development, management and continued improvement of the program	permanent; retain at accumulating office during its existence (See Notes 1 and 2). AUTH: NC1-AFU-80-8
2		(RESERVED)		(RESERVED)

TABLE 36-26

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3		records which provide the basis for personnel program administration authority and which support the legal and administrative validity of personnel and pay actions	authorities to administer US citizen and/or non-US citizen employees, such as, but not limited to, base commander's written designation of civilian personnel officer (CPO) and incumbents of other positions to sign personnel action records; Office of Personnel Management (OPM), HQ USAF, or MAJCOM exceptions or authorities which provide basis for specific actions or operations, but which are not appropriate for inclusion in a case file; records or other actions or decisions which are precedent-setting for future operations	retain at the CPF during its existence; on inactivation transfer the file to gain organization or activity assigned responsibility for closing out civilian personnel records. Destroy when no longer needed. (See Note 5). AUTH: N1-AFU-90-9
4		individually approved position classification guides and advisory allocations used as precedents for General Schedule and Wage Schedule positions	field-originated advisory allocations; tentative drafts of classification, qualification or occupational standards furnished by OPM for comment or information before publication, and related correspondence not maintained with publication to which it pertains	destroy when superseded by published standards or other precedent decisions; or when obsolete, no longer needed or on inactivation of office. AUTH: N1-AFU-90-3
5	wage administration	wage schedules, overseas differential rate approvals, and other pay adjustment authorization resulting from legislation or other across-the-board administrative action	records which constitute the basis for personnel actions which may require reconstruction at a later date	retain at the CPF during its existence; on inactivation transfer the file to gain organization or activity assigned responsibility

TABLE 36-26

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				for closing out civilian personnel records. Destroy when no longer needed. (See Note 5). AUTH: N1-AFU-90-9
6			all wage administration records not covered in rule 5	destroy after completion of second succeeding wage survey. AUTH: N1- AFU-90-3
7	CPF manpower management reports	reports and corollary records	periodic staffing analyses, special analyses for HQ USAF and MAJCOM surveys, and for special projects	destroy 2 years after effective date of report. AUTH: N1-AFU-90-3
8	Official Personnel Folder (OPF)	an OPF for each civilian employee, recording employee's federal work history and civil service status	at CPFs	transfer folderto National Personnel Records Center, St Louis, MO, 30 days after separation. NPRC will destroy 65 years after separation from Federal service. AUTH: N1-AFU-90-3
8.01	employee medical folder (EMF)			see T41-12, R3. AUTH: GRS1, ITEM 21A1
9	Intergovernmental Personnel Act (IPA) assignments	copies of assignment agreements and other related records accumulated during the assignment	not appropriate for filing in OPF if the assignee is an AF employee or appointed to an AF position	destroy 2 years after assignment ends, or at end of period of obligated service required of an AF employee returning to his/her position, whichever is later. AUTH: N1-AFU-90-3
10 thru 13	(RESERVED)			(RESERVED)
14	non-US citizens in foreign areas	records on all direct-hire non-US citizens in foreign areas and all such indirect hire excluding those covered by rule 16	basically the same as those maintained for other employees, adapted to meet local needs	dispose of as specified for records of other employees (or in a manner that will satisfy peculiar requirements in administering non- US citizens in the host country). AUTH: N1- AFU-90-3

TABLE 36-26

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
15	(RESERVED)			(RESERVED)
16	indirect-hire non-US citizens in Federal Republic of Germany	records of indirect-hire non-US citizens in the Federal Republic of Germany	OPFs administered by the CPF in the Federal Republic of Germany	destroy 3 years after separation of employee. AUTH: NI-AFU-90-3
17	(RESERVED)			(RESERVED)
18	employee reconsideration files	negative determinations of acceptable level of competence for within-grade increases and basis thereof; employee's written request for reconsideration; reports of investigation, written summaries or transcripts of any personal presentations made; final decision on requests for reconsideration		destroy 1 year after date of final decision. (See Note 4.) AUTH: NI- AFU-90-3
19	(RESERVED)			(RESERVED)
20	manning authorizations	unit manning records, manpower authorization listings/vouchers, or letters	allocation of manpower spaces issued by the manpower office	destroy 6 months after supersession. AUTH: NI-AFU-90-3
21	file of official publications	superseded copies of Federal Personnel Manual and AF regulatory material		see table 37-14. AUTH: NI-AFU-90-3
22	Federal Employees' Compensation Act log	weekly listing of injuries used as a check file for all cases sent to Office of Workers' Compensation Programs	at CPFs	destroy 3 years after termination of compensation or when deadline for filing a claim has passed. AUTH: GRS1, ITEM 31
23	Federal Employees' Compensation Act case files	letters and copies of forms and statements for each case used as a check file for all cases sent to the Office of Workers' Compensation Programs, excluding copies filed in the Employee Medical Folder and copies submitted to the Department of Labor		
24	evaluation/inspection	evaluation of civilian personnel management and administration reports and significant related records	evaluations conducted by HQ USAF	destroy after 2 consecutive reports have been filed. AUTH: NI-AFU-90-3
25			at major subordinate commands	destroy 1 year after next like inspection or after 3 years, whichever is sooner. AUTH: NI- AFU-90-3
26	personnel management and administration	civilian personnel status and improvement plan reports	at CPFs	destroy after 3 years. AUTH: NI-AFU-90-3
27	personnel strength	end-of-month (EOM) fiscal year report	used to derive civilian	retire as permanent

TABLE 36-26

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	accounting	of federal civilian employment and corollary records	strength and full-time equivalent of the AF	(See Note 3). AUTH: NCI-AFU-81-48
28		end-of-month fiscal quarter report of federal civilian employment and corollary records		destroy after 5 years unless rule for fiscal year applies. AUTH: N1-AFU-90-3
29		end-of-month monthly report of federal civilian employment and corollary records		destroy after 2 years unless rule for fiscal year or fiscal quarter applies. AUTH: N1-AFU-90-3
30		extracts of Monthly Report of Federal Civilian Employment forms, computer records, and corollary records	at MAJCOMs/FOAs/DR Us and/or CPFs to derive civilian personnel strength statistics for commanders and key management officials	destroy when obsolete, superseded or no longer needed. AUTH: N1-AFU-90-3

NOTE(S):

1. When records become background material to a publication, they are handled according to table 37-7.
2. Transfer to the National Archives in 5-year blocks when the most recent records in the block are 25 years old.
3. Transfer to the National Archives in 10-year blocks when the most recent records in the block are 20 years old.
4. When a class action complaint is filed, refer to table 36-29, rule 2.
5. You are not authorized to retire these records to any Federal Records Center.

These three rules (involving temporary electronic records) apply to all rules in the preceding table *except that Rules a+b do not apply to Rules 1, 8, 21 and 27 and Rule c does not apply to Rules 1, 21, and 27.*

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

TABLE 36-27
STAFFING

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	applicant supply file	employment applications from persons seeking appointment outside of OPM registers or as a result of local delegated hiring or examining authorities, rosters indexed to the applications, authorized racial and ethnic identifications and related data		dispose of according to FPM guidance and OPM agreements (See Note 2). AUTH: N1-AFU-90-3
1.01	Civil Service Reform Act (CSRA) delegated authorities	records on the type of action, processing time, name of person who authorized final action, date of decision and brief statement setting forth the rationale for the decision		destroy after audit by OPM and AF evaluators. AUTH: N1-AFU-90-3

TABLE 36-27

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	(RESERVED)			(RESERVED)
2.01	job element qualifications questionnaires			destroy 2 years after supersession. AUTH: N1-AFU-90-3
3	OPM certificates	each Request for Certificate submitted to OPM, each Certificate of Eligibles issued by OPM, and related papers regarding objection to eligibles, reasons for passing over veterans, and copies of SFs 171		destroy when 2 years old (See Note 2). AUTH: N1-AFU-90-3
4	appointee availability inquiry records	correspondence, telegrams, and related papers concerning availability of appointees	accepted appointments	destroy when individual enters on duty. AUTH: N1-AFU- 90-3
5			declined appointments, when names are received from certificate of eligibles	return to OPM with replies and applications. AUTH: N1-AFU-90-3
6			declined appointments, when offers were made from applicant's supply file of the installation	file with application (See Note 2). AUTH: N1-AFU-90-3
7	examinations	OPM examination records		see FPM. AUTH: N1- AFU-90-3
8		AF test booklets in which answers have been recorded, and completed test answers sheets have been posted to individual's records		destroy after 3 months. AUTH: N1-AFU-90-3
9		test records for individual employee showing all current authorized AF test scores attained by the employee and maintained in his or her OPF (see table 36-26) or in a separate file		forward with OPF when employee is reassigned within the AF; destroy 1 year after employee transfers or separates from AF (See Note 2). AUTH: N1- AFU-90-3
9.01		semiannual or other inventories of test material		destroy after completion of next inventory. AUTH: N1- AFU-90-3
9.02	examination	master copy of the tests and annual test inventory	with AF Test Control Officer	destroy when 10 years old. AUTH: N1-AFU- 90-3
10	promotions	records of individual promotion actions, including work records, job		destroy 5 years after personnel action or

TABLE 36-27

Continued.

	A	B	C	D
R U L E	If records are or pertain to	consisting of	which are	then
		analysis, Promotion Evaluation Patterns (PEPs), and files showing how candidates were rated and ranked which are sufficient to allow reconstruction for purpose of determining compliance with local, AF and Federal Merit Promotion Plans		audit by OPM, whichever is sooner (See Note 2). AUTH: N1-AFU-90-51
10.01		PEPs for use in centrally managed AF career programs	at AF CPMC, career program branch	delete from data system when superseded or revised by new PEP; destroy hard copy after 5 years (See Note 2). AUTH: N1-AFU-90-51
10.02		records of specific job analysis records used in validation of PEPs and other records (i.e., SFs 52, certificates, etc.) used for career program referrals		destroy when superseded or 5 years after staffing action is completed, whichever is later (See Note 2). AUTH: N1-AFU-90-51
11	recruitment	records pertaining to recruitment and selection for federal employment with the Air Force (i.e., interview evaluation, paperwork showing how applicant was rated and ranked, authorized racial and ethnic identifications, resume, and related records)	at AF CPMC	destroy 5 years after personnel action or audit by OPM, whichever is sooner (See Note 2). AUTH: N1-AFU-90-51
11.01	handicapped individual appointment case files	certification from the Veterans Administration or a State Vocational Rehabilitation Agency; medical examination pertaining to the applicant's accommodations required for employment; copy of the employee's SF 50-B, SF 171, description of duties, and other related records	at CCPOs	destroy after 5 years from date of approval/disapproval. AUTH: N1-AFU-90-3
12	reduction-in-force	retention registers, notice to employees and work cards which are lists prepared before reduction-in-force for each competitive level affected, and related records		destroy after 2 years if no appeal is filed; if appeal is filed, see table 36-29 (See Note 2). AUTH: N1-AFU-90-3
13	federal equal opportunity recruitment	job interest sheets/cards of women and protected minority groups for occupation that are listed as underrepresented in installation Federal Equal Opportunity Recruitment Plans	at CPFs	dispose of in accordance with OPM guidance (See Note 2). AUTH: N1-AFU-90-3
14	Federal Equal	determinations for eliminating		see rule 19.1 AUTH:

TABLE 36-27

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Opportunity Recruitment Plan	underrepresentation and priorities for accomplishment		N1-AFU-90-3
15	reemployment priority list	list of names supported by supervisor's record of employee (AF Form 971) or supervisor's employee brief	at CPFs	destroy after expiration or loss of employee's reemployment rights or after final decision on a pending appeal, whichever is later. AUTH: N1-AFU-90-3
16	(RESERVED)s			(RESERVED)
17	overseas recruitment requests	master copies of overseas civilian personnel requests with position description attached	at overseas CPFs servicing the position	destroy 1 year after position is filled. AUTH: N1-AFU-90-3
18	individual recruitment case files	records pertaining to recruitment and selection for overseas employment		destroy 1 year after expiration of employee's transportation agreement. AUTH: N1-AFU-90-3
18.01	employees selected for assignment overseas granted return rights to US	copies of processing records (SF 50B), transportation agreements, position descriptions, employment agreements, etc.	at CPFs	destroy after return of employee or 1 year after return rights are terminated. AUTH: N1-AFU-90-3
19	affirmative actions for minorities and women and disabled	committee minutes, program activities, records of community contacts, sexual harassment records, reports and supporting papers regarding status of employment	at MAJCOMs and below	destroy after 3 years or when superseded or obsolete, whichever is applicable. AUTH: N1-AFU-90-3
19.01		Affirmative Employment Plan including Development Opportunity Plan, Federal Equal Opportunity Plan, etc.		destroy 5 years from date of plan. AUTH: N1-AFU-90-3
19.02	uniform guidelines on employee selection procedures	EEO analysis worksheets, and statistics dealing with applicant and candidate flow by race, sex and ethnic group	at Affirmative Employment offices	destroy when 5 years old (See Note 2). AUTH: N1-AFU-90-3
19.03		annual adverse impact determinations and analysis of alternate methods		
19.04		results of validity studies to include records of job analysis, PEP validation, referral rosters, Promotion and Placement Referral System Statistics		
20	retired members of the uniformed services	records of appointments and proposed appointments which were disapproved		destroy 5 years after close of year in which employee was appointed or appointment was

TABLE 36-27

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
				disapproved. AUTH: N1-AFU-90-3
21	employee placement assistance	individual case files of employees registered in career programs	at AFCPMC	destroy 2 years after registrant is removed from the program (See Note 2). AUTH: N1-AFU-90-3
21.01		Civilian Career Enhancement Program (Registration and Personal Availability Form), Central Skills Bank Registration and Geographic Availability Form	at CPFs	delete from data system when superseded by new geographic availability forms or upon employee's withdrawal from the system. AUTH: N1-AFU-90-3
21.02		hard copy records		destroy after 2 years. AUTH: N1-AFU-90-3
22		"stopper lists" received and records of any positions in the pay category series and grades on the "stopper list" during the time lists are in force		destroy 2 years after registrant is removed from the program. AUTH: N1-AFU-90-3
22.01		individual case files of employees registered in the DOD Priority Placement Program and the Automated Overseas Employment Referral Program		
22.02		records related to DOD announced base closure, transfer of function or reduction, such as: programming plans, phase-out plans, inactivation orders, correspondence pertaining to servicing remaining personnel after base closure, and related reports not covered elsewhere in this regulation	at MAJCOMs	destroy 2 years after final action taken on base closure or transfer. AUTH: N1-AFU-90-3
23	Part-Time Employment Program	special and recurring statistical narrative reports and supporting papers regarding status of part-time career employment developed at the CPF	at HQUSAF, MAJCOMs and CPFs	destroy when 2 years old. AUTH: N1-AFU-90-3
24 thru 24.02	(RESERVED)			(RESERVED)
25	employee separation from installation	forms used to ensure that a separating employee clears with various installation activities prior to departure	at CPFs	destroy after 3 months if maintained as a separate file; or maintain and dispose of under table 37-1 as transitory material (See Note 3). AUTH: N1-

TABLE 36-27

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				AFU-90-3
26	general staffing records	records pertaining to actions such as approved requests to hire retired military, employment of veterans, employment of civilians overseas, and requests for employment information	at base level	destroy when record is 2 years old. AUTH: N1-AFU-90-3
27	Career Program. Whole/Total Person Score Records	forms, interview questions, validation records, etc.	at AFCPMC	destroy 4 years after rating is made (See Note 2). AUTH: N1- AFU-90-3
28	Defense Intelligence Special Career Automated System, records and reports	individual employee registration in Defense Civilian Intelligence Career Development Program, annual updates, and resumes which are completed by employees in the DOD- wide Civilian Intelligence Career Development Program	at CPFs, copy forwarded to the Defense Intelligence Special Career Automated System (DISCAS)	destroy when record is 2 years old (See Note 2). AUTH: N1-AFU- 90-3
29		employee career appraisal forms initiated by supervisor	at CPFs, with copy forwarded to the DISCAS	destroy after 3 years (See Note 2). AUTH: N1-AFU-90-3
30		requisition and referral requests for filling positions covered by the DOD- wide Civilian Intelligence Career Development Program initiated by supervisor	at CPFs, copy forwarded to the DISCAS for a roster of eligibles	destroy 2 years after selection is made from roster (See Note 2). AUTH: N1-AFU-90-3
31	SES Merit Staffing	applications (SF 171) and related records to include qualifications standard, vacancies announcement, documentation of recruitment efforts, list of all applicants, selection procedures applied, complaint/appeal to the ERB and the findings, written recommendation on those referred for selection, ratings schedule and sheet, and ERB case file	at CPF	destroy when 2 years old (See Note 2). AUTH: N1-AFU-90-3
32	applicant Selective Service registration	certification of Selective Service registration	accepted appointments	file on right hand side of OPF. AUTH: N1- AFU-90-3
33			declined appointments	return to OPM with application. AUTH: N1-AFU-90-3
34			declined appointment, or did not register, when offers were made from applicants supply file of the installation, or other source	file with application and dispose of according to FPM. AUTH: N1-AFU-90-3

NOTE(S):

1. Retain Supervisor Evaluation of Employee Current Performance and/or Supervisor Evaluation of Employee Potential for First Level Supervisor Positions until replaced by the second Civilian Potential Appraisal.
2. When a class action complaint is filed, refer to table 36-29, rule 2.
3. Destroy according to table 36-29, rule 9, if separation clearance form documents defense related employment counseling requirements of DODD 5500-7.
4. Approved requests and supporting documents, if any, are made a part of the application that was the basis for the appointment. They, therefore, become a part of the permanent personnel record of the individual concerned.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, *except that Rules a & b do not apply to Rules 19.02 and 32 and Rule c does not apply to Rule 32.*

	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 36-28				
EMPLOYEE CAREER DEVELOPMENT				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	annual training, development and financial plans	records showing civilian quota (CQ) filed data from Personnel Defense Civilian Personnel Data System-Civilian (DCPDS)	at CPFs	destroy after 5 years. AUTH: N1-AFU-90-3
2	civilian personnel retraining	reports of retraining resulting from base closure, transfer or consolidation of functions	at HQ USAF	destroy after 4 years. AUTH: N1-AFU-90-3
3			at other than HQ USAF	destroy after 2 years. AUTH: N1-AFU-90-3
4	training through installation facilities	individual course folders containing training forms or comparable forms, course outlines, attendance and rating records and related materials which are official and basic records of completed training courses		destroy 2 years after course is completed. AUTH: N1-AFU-90-3
5		individual case files containing applications, training schedules, apprenticeship agreements (AFFM6) examination records (performance and technical information tests), certificates of eligibility and related materials		destroy 3 years after individual completes course or discontinues training (See Note 2). AUTH: N1-AFU-90-3
6	training through other than installation facilities	records pertaining to courses attended by employees at other installations, other federal agencies, or nongovernment training facilities other than those covered by rules 6.1 and 6.2		destroy 2 years after course is completed (See Note 2). AUTH: N1-AFU-90-3
6.01		financial records in support of long-term, full-time training which are the validation necessary to accomplish the service and reimbursement commitment		destroy 1 year after end of obligated service or settlement of claim, whichever is later. AUTH: N1-AFU-90-3
6.02		financial records in support of short-term training		

TABLE 36-28

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	annual report of civilian training and supplemental records relating to expenses	records of training completions, duty hours, associated costs (except accounting and finance records covered in the 65 tables) which are payments for travel, per diem, tuition, contributions, awards and related fees		destroy when 3 years old. AUTH: N1-AFU- 90-3
8	centrally managed training and development under AF career management programs	Career Enhancement Plans (CEPs), course folders, and training records for career program participant	at appropriate career program branch, AFCPMC	destroy when updated or 2 years after completion of course. AUTH: N1-AFU-90-3
8.01	long-term, full-time training and career broadening assign- ments made under the auspices of centrally managed career programs	nominations materials, records of selection proceedings and other records used in the analysis process	at appropriate career program branch, AFCPMC or MAJCOM	destroy 2 years after completion of training (See Note 2). AUTH: N1-AFU-90-3
8.02	Career Enhancement Plan (CEP)	Defense Civilian Personnel Data System (DCPDS) Form	at CPFs	when used as a training survey document in lieu of the annual training, development or financial plans, destroy after 5 years, otherwise destroy when updated. AUTH: N1-AFU-88-3d
8.03	(RESERVED)			(RESERVED)
9	apprentice action	recording gains and losses during preceding 6-month period on apprentice program	at HQ USAF	destroy when 5 years old. AUTH: N1-AFU- 90-3
10			at other than HQ USAF	destroy when 3 years old. AUTH: N1-AFU- 90-3
11	apprenticeship approval	letters of approval of programs by the US Department of Labor and/or Veterans Administration	at HQ USAF	destroy 5 years after completion of apprentice program, withdrawal of approval, or cancellation. AUTH: N1-AFU-90-3
12			at other than HQ USAF	destroy 3 years after completion of apprenticeship, withdrawal of approval, or cancellation. AUTH: N1-AFU-90-3
13	apprentice standards	apprentice standards form	at HQ USAF	destroy 5 years after

TABLE 36-28

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				completion of apprentice program or when superseded, whichever is sooner. AUTH: N1-AFU-90-3
14			at other than HQ USAF	destroy 3 years after completion of apprentice program or when superseded, whichever is sooner. AUTH: N1-AFU-90-3
15	student employment and work student programs	records pertaining to: Cooperative Education Programs, Harry S. Truman Fellowship Program, Federal Junior Fellowship Program, and Student Volunteer Service Program	written agreements between the school and AFA activity maintained at CPFs	destroy 2 years after agreement expires or is renegotiated, whichever is sooner. AUTH: N1- AFU-90-3
15.01		reports required under E.O. 12015	at CPFs	destroy after 3 years. AUTH: N1-AFU-90-3
15.02			at HQ USAF	destroy after 5 years. AUTH: N1-AFU-90-3
15.03		OPM Form 1495, Financial Eligibility Statement	records that support the eligibility of student for employment programs in circumstances where financial status is a factor	destroy 2 years after termination from the applicable program. AUTH: N1-AFU-93-6
16	Development Opportunity Program (DOP)	training plans, evaluation, and related material	at CPFs	destroy 2 years after employee leaves the program (See Notes 1 and 2). AUTH: N1- AFU-90-3
17		career management/development opportunity training plan		see table 36-27, rule 19.1. AUTH: N1-AFU- 90-3
18	centrally managed intern program under AFA Career Management Program	individual case files containing applications, training schedules, apprenticeship agreements, certificates of eligibility and related materials	at appropriate career program branch, AFCPMC	destroy 5 years after individual completes program or discontinues training (See Note 2). AUTH: N1-AFU-90-50

NOTE(S):

1. Rule applies to those records not required by current directives to be filed in the individual's Official Personnel Folder.
2. When a class action complaint is filed, refer to table 36-29, rule 2.

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 36-29

EMPLOYEE-MANAGEMENT RELATIONS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	administrative grievance and classification appeals	original of employee's grievance or appeal, report of hearing or inquiry, copies of decisions rendered and related material, including any judicial proceedings		destroy 4 years after case is closed (See Notes 1 and 2). AUTH: N1-AFU-93-7
1.01	individual complaints of discrimination	original complaint, counselor's report, investigative and hearing reports, copies of decisions, and related material, including any judicial proceedings		destroy 4 years after case is resolved by AF or Equal Employment Opportunity Commission (EEOC) or by a US court. AUTH: N1-AFU-90-3
1.02		management decisions on whether or not to take disciplinary action		destroy 2 years after case is closed (See Note 4). AUTH: N1-AFU- 90-3
1.03		cards which describe current status in processing each individual complaint		
1.04		record of complaint not pursued beyond informal stage		destroy 2 years after date EEO counselor was initially contacted (See Note 4). AUTH: N1-AFU-90-3
2	class action complaints of discrimination	original complaint, counselor's report, transcripts, exhibits, decisions, related material (e.g., merit promotion files, PPRS, etc.)		destroy 4 years after final resolution. AUTH: N1-AFU-90-3
3	adverse actions including performance-based actions, and appeals	notice of proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records		destroy 4 years after case is closed (See Note 4). AUTH: N1-AFU- 93-7
3.01	(RESERVED)			(RESERVED)
4	performance/incentive awards	recommendations, approved nominations, memoranda of record, correspondence taken in connection with performance or incentive awards		destroy 2 years after close of year in which final action is taken (See Notes 2 and 4). AUTH: N1-AFU-90-3
4.01		correspondence or memoranda pertaining to awards from other government agencies or private organizations		destroy after 2 years (See Note 4). AUTH: N1-AFU-90-3
4.02		reports pertaining to the operation of the Incentive Awards Program		destroy after 3 years (See Note 4). AUTH: N1-AFU-90-3

TABLE 36-29

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	performance appraisals	forms documenting ratings of superior, excellent, fully successful, minimally acceptable, or unacceptable not accompanied by demotion or removal recommendation of current employees, employees separated from the Air Force or appointed to an SES position	at CPFs	destroy 4 years after date of appraisal (See Note 4). AUTH: N1- GRS-93-3
6		forms documenting a rating of unacceptable where demotion or removal is proposed but not effected		destroy after the employee completes 1 year of acceptable performance from date of written advance notice of proposed removal or reduction in grade notice. AUTH: N1-AFU-90-3
7		forms documenting ratings of members of the Senior Executive Service		destroy 5 years after date of rating (see note 4). AUTH: N1-AFU- 90-3
8	separation actions for employees serving on initial appointment or under appointment which does not afford appeal rights and which may involve claims for unemployment compensation	supervisor's explanation of reasons for separation of employee, letters of resignation in lieu of termination for cause, and similar cause. Filed subjectively rather than in, or with, employee's personnel records (See Note 3).		destroy 2 years after effective date of separation (See Note 4). AUTH: N1-AFU- 90-3
9	counseling regarding Defense-related employment	statements signed by employees confirming they have received counseling on reporting Defense- related employment	at CPF	destroy 3 years after employee separates. AUTH: N1-AFU-90-3
10	leave transfer/sharing programs (submitted or resulting from a request/contribution of leave)	information submitted or resulting from a request or contribution of leave		destroy 6 years after the FY in which the effort was completed or terminated. AUTH: N1-AFU-89-9
11	leave transfer/sharing programs (background info)	informational background or guidance materials supporting the programs		destroy when no longer needed. AUTH: N1- AFU-89-9
12	health benefit	enrollment form(s) and supporting	at CPFs	transfer to OPM when

TABLE 36-29**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	registration for formers spouses	documents of spouses eligible for benefits		former spouse cancels enrollment, when enrollment is terminated by the employing office, or when former spouse begins receiving an annuity payment. AUTH: GRS1, ITEM 35
13	copies of retirement applications	information submitted to OPM or resulting from an application for retirement		destroy 1 year after the CY in which the retirement occurred. AUTH: NI-AFU-90-7
14	civilian drug testing	chain of custody forms; written notification to report for testing; correspondence, documents, and reports, related to random, volunteer, applicant, reasonable suspicion, accident, and follow-up to rehabilitation drug testing; employee results for retest; correspondence related to test result	at CPFs	destroy 3 years after date of drug test or one year after employee separates. AUTH: GRS1, ITEM 36

NOTE(S):

1. Selected records such as classification appeals decisions may be retained as policy/precedent files, which are governed by table 37-14, rule 9. Retirement to a federal records center is not authorized.
2. For employee suggestions, inventions and scientific achievements, see table 36-34.
3. Records are not to be filed alphabetically, or by name, SSN, or other personal identifier.
4. When class action complaint is filed, refer to table 36-29, rule 2.

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 36-30
CLASSIFICATION

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	position descriptions	files describing established positions, including information on title, series, grade, duties and responsibilities	record copies	destroy 2 years after position is abolished or description is superseded. (note) AUTH: N1-AFU-88-2
2			other copies	destroy when position is abolished or position descriptions superseded. AUTH: N1-AFU-90-3

TABLE 36-30

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	(RESERVED)			(RESERVED)
4	positions surveys	surveys or equivalent listings of positions and actions, reports of misallocations, and correspondence pertaining to classification action resulting from position audits		destroy 4 years from date of the report, or on inactivation of office, whichever is sooner (See Note). AUTH: N1-AFU-90-3
5	actions resulting from position surveys	positions survey for more equivalent (used instead of a request for personnel action form or request action)	optional files; if not maintained, see rule 4	destroy 2 years after effective date of action (See Note). AUTH: N1-AFU-90-3
6	(RESERVED)			(RESERVED)
7	position management	plans, surveys, reports and related correspondence		destroy after all action is completed or new report is issued, whichever is applicable (See Note). AUTH: N1-AFU-90-3

NOTE: When class action complaint is filed, refer to table 36-29, rule 2.

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

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

TABLE 36-31				
UNION AND/OR ASSOCIATIONS OF SUPERVISORS AND MANAGEMENT				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	union or association recognition	request or petition for recognition, related documents; installation's letter of recognition and certification of representative	at CPFs	destroy when union is no longer recognized or when no longer needed, whichever is later. AUTH: NI-AFU-90-3
2		analysis and exhibits determining appropriateness of unit; election agreement, related records; disapproval requests for union recognition		
2.01		summary of recognition and agreement data	at DOD/CPMS	
3	memorandum of agreement under labor management relations in federal service	initial union proposals, counter proposals, working documents, and approved agreement		destroy when superseded or obsolete. AUTH: NI-AFU-90-3

TABLE 36-31

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	annual report of union recognitions	report, and all backup material		destroy when 5 years old. AUTH: N1-AFU- 90-3
5	unfair labor practice complaints	initial complaint, case record, and decision	at CPFs	destroy 4 years after resolution (notes 2 and 3). AUTH: N1-AFU- 90-3
5.01			at DOD/CPMS	destroy 1 year after final decision or 1 year after date of any further action on the cases, whichever is later (notes 2 and 3). AUTH: N1-AFU-90-3
6	union or association request for permission to post literature	request, literature, and installation approval/disapproval s		destroy 2 years after date of installation approval or disapproval. AUTH: N1-AFU-90-3
7	union or association management consultation meetings	minutes of meetings, and copies of decisions made		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
8	grievances filed under negotiation grievance procedure	initial and subsequent filings at successive steps of grievance procedure; management decisions; memos for the record and any other pertinent related evidence	at CPFs (or other appropriate level of recognition)	destroy 5 years after final resolution of case (Notes 2 and 3). AUTH: GRS 1, ITEM 28B
9	arbitration awards rendered under negotiated agreement, and appeals therefrom to Federal Labor Relations Authority	request for arbitration, award, pre- and/or post-hearing briefs; appeal proposal/brief and decision, as applicable	at DOD/CPMS	
10			at MAJCOMs and CPFs	
11	official time usage for representation purposes	summary of official time expended for representation purposes	at DOD/CPMS	destroy when union is no longer recognized or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

NOTE(S):

1. Records described in this table is not authorized for retirement to a federal records center.
2. Selected records may be retained as policy/precedent files managed by table 11-1, rule 9.
3. When a class action complaint is filed, refer to table 40-4, rule 2.

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 36-32

OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	general employee management	correspondence and other records about or to individual employees, or pertinent to employment matters in office of jurisdiction filed in general correspondence file		see table 37-11. AUTH: N1-AFU-90-3
2			filed in supervisor's work folder	destroy Part A & B when new brief is received. Complete Part A on new brief. Destroy Part C according to table 36-29 when it contains records which could lead to disciplinary or performance related actions, otherwise, destroy Part C when new brief is received. AUTH: N1-AFU-90-3
3	supervisor's employee work folder	supervisor's employee brief which is a RIP product generated by DCPDS when certain personnel actions occur (e.g., Promotion, Appointment, Change to Lower Grade, etc.)	filed in supervisor's employee work folder.	
3.01	(RESERVED)			(RESERVED)
4				
4.01	supervisor's employee work folder	debt letters, letters of caution or warning, and similar papers	kept by supervisor	destroy 2 years after date of letter or when purpose is served, whichever is sooner. AUTH: N1-AFU-90-3
4.02	(RESERVED)			(RESERVED)
4.03	supervisor's employee work folder	notations for oral admonishments and notices of reprimand	kept by supervisor	remove oral admonishment from Part C of the employee brief 2 years from date of admonishment. Destroy reprimands maintained in the work folder 2 years from date of notice. AUTH: N1- AFU-90-3

TABLE 36-32

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4.04		performance appraisal, records used to support or track employee performance during the appraisal period, records of periodic performance discussion		destroy 3 years after effective date of appraisal, forward to CPF if separated or transferred (CPF forward to gaining activity). AUTH: N1-AFU-90-3
4.05			kept by supervisors of members of the Senior Executive Service	destroy after 5 years or when employee separates, whichever is sooner. AUTH: N1-AFU-90-3
4.06	Air National Guard supervisor's employee work folder	NGB Form 430(T), Performance Standards and Critical Elements Form, and NGB Form 430-1(T), Performance Appraisal Form	kept by supervisor	dispose 3 years after effective date of appraisal, forward to CPF if separated or transferred (CPF forward to gaining activity.) AUTH: N1-AFU-90-9
5 thru 8	(RESERVED)			(RESERVED)
9	employee training development	Career Enhancement Plan (CEP) consisting of Personnel Data System-Civilian (PDS-C) form	kept by supervisor or in a central administrative function	destroy when replaced by a new CEP or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
10 thru 13	(RESERVED)			(RESERVED)
14	Supervisor's employee work folder	correspondence, forms, and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual	kept by supervisor	review annually and destroy superseded or obsolete documents; or destroy all documents relating to an individual employee within 1 year after separation or transfer. AUTH: N1-AFU-90-3
15		other copies of documents duplicated in OFPs not provided for elsewhere in this table		destroy when 6 years old. AUTH: N1-AFU-90-3
16	Air National Guard supervisor's employee work folder	NGB Form 904-1, Supervisor's Record of Technician Employment, and related documents	kept by supervisor and used to properly supervise full-time employee. Used to document actions	dispose of in accordance with TPR 293-34. AUTH: N1-AFU-90-9

TABLE 36-32

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			taken, and history of employment	
17	(RESERVED)			(RESERVED)

NOTE(S):

1. RESERVED.

2. RESERVED.

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

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

TABLE 36-33**HONORS AND AWARDS (SEE NOTE 1)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	special honors, trophies and awards	records pertaining to the special trophy and awards program sponsored by AF and private organizations, such as the Mackay Trophy and USAF Personnel Awards, including nomination of individuals, units and groups, minutes of board meetings, announcements of awards, and related forms and correspondence	at HQ USAF, HQ AFMPC, or MAJCOM	destroy after 50 years. AUTH: N1-AFU-92-23
2			at initiating activities	destroy after 2 years. AUTH: N1-AFU-90-3
3			at intermediate headquarters and all nonselected nominations	destroy after 1 year. AUTH: N1-AFU-90-3
4	military honors checklist	completed military honors checklist forms for honor other than funeral/memorial services	at bases that provide military honors	destroy the completed forms 1 year after honors rendered. AUTH: N1-AFU-89-30
5	memorialization program	case files accumulated by HQ AFMPC/DPMASA and initiating activities which pertain only to the naming of Air Force installations	at HQ AFMPC/DPMASA or initiating activities	forward to HQ AFHRA/ISR upon inactivation of installation (See Note 3). AUTH: N1-AFU- 92-23
6		case files accumulated by HQ AFMPC/DPMASA and initiating activities pertaining only to the naming of streets, buildings, facilities, or rooms		forward to HQ AFHRA/ISR when no longer needed (See Note 3). AUTH: N1- AFU-92-23

TABLE 36-33

Continued. (SEE NOTE 1)

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
7	decorations to individuals (military and civilian)	case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents	approved U.S. military decorations (Medal of Honor, Air Force Cross, Distinguished Service Medal, Silver Star, Distinguished Flying Cross, Airman's Medal) for war and peacetime; all other approved U.S. military, U.S. nonmilitary, and foreign decorations relating to war time and/or combat activities, at awarding/approving authority	retire as permanent (See Note 2). AUTH: N1-AFU-90-3
8			approved peacetime U.S. military, U.S. nonmilitary and foreign decorations at awarding/approving authority	destroy after 25 years. AUTH: N1-AFU-90-3
9			disapproved U.S. military, U.S. nonmilitary, and foreign decorations at disapproving authority	destroy after 35 years (See Note 5). AUTH: N1-AFU-90-3
10			approved/disapproved Air Force achievement and unit/campaign awards at awarding/disapproving authority	destroy after 1 year. AUTH: N1-AFU-90-3
11			approved/disapproved decorations and awards at initiating and intermediate monitoring headquarters	destroy after decoration is awarded or 1 year after disapproval. AUTH: N1-AFU-90-3
12		copies of records relating to refused decorations	at awarding authority	destroy after 3 months (See Note 6). AUTH: N1-AFU-90-3
13	decorations to foreign nationals and US citizens not employed by US	case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents		retire as permanent 2 years after completion of case (See Note 2). AUTH: N1-AFU-91-10

TABLE 36-33

Continued. (SEE NOTE 1)

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
	Government			
14	decoration to units		approved and disapproved recommendations	destroy 2 years after completion of case. AUTH: N1-AFU-90-3
15	decoration recommendations forwarded to lower headquarters	records generated when a higher headquarters disapproved recommendation and forwards it to a lower headquarters for consideration of a lesser award		destroy 2 years after completion of action. AUTH: N1-AFU-90-3
16	favorable communications	records not required for processing under AFI 36-2864		destroy after 1 year. AUTH: N1-AFU-90-3
17	outstanding personnel programs, e.g., outstanding NCO/Airman award, Junior Officer of the Quarter, outstanding Manager of the Year, AFA representative	personal data, letters of nomination, photographs, and related papers	selected nominees, nonselected nominees and minutes of board meetings	
18	miscellaneous AF activity-sponsored programs	announcements of a contest, entry applications or of nominations and supporting records, results, related papers used to monitor and control programs	programs designed to promote esprit de corps, recognition, such as beauty contests, dining hall of the month, or operator of the month	destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
19	safety awards	nominations and other records relating to awards for outstanding achievements in the prevention of accidents	approved awards (record copy)	destroy after 2 years. AUTH: N1-AFU-90-3
20			disapproved awards (record copy)	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
21			others than rules 19 and 20	
22	AF maintenance awards	applications and background material, and related records	approved recommendations at HQUSAF	destroy after 2 years. AUTH: N1-AFU-90-3
23			disapproved recommendations at HQUSAF	
24			approved and disapproved recommendations at intermediate headquarters	destroy after 1 year. AUTH: N1-AFU-90-3
25			approved	destroy after 2 years.

TABLE 36-33

Continued. (SEE NOTE 1)

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
			recommendations at initiating activities	AUTH: N1-AFU-90-3
26			disapproved recommendations at initiating activities	destroy after 1 year. AUTH: N1-AFU-90-3
27	civil engineering awards program	case files of annual submissions in electric power and heat generating plant competition, meritorious achievement award for professional excellence, and comparable programs	approved awards	destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
28			disapproved awards	destroy on submission of next FY competition or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
29	transportation awards	supporting documentation relating to annual transportation awards		destroy after 1 year. AUTH: N1-AFU-90-3
30	air traffic control annual awards	records pertaining to the selection of air traffic controller/facility of the year, including nominations, records of board meetings, awards presentation, and related data	documentation of selected individual/facility, board documentation, and related correspondence at HQ AFC4A	destroy after 2 years. AUTH: N1-AFU-90-3
31			documentation of nonselected individuals/facilities and all records other than in rule 30	destroy after 1 year. AUTH: N1-AFU-90-3
32	aircraft "save" awards	exemplary service reports, certificates, review board documentation, and related data	approved awards at HQ AFC4A	destroy after 2 years. AUTH: N1-AFU-90-3
33			disapproved awards at HQ AFC4A	destroy after 1 year. AUTH: N1-AFU-90-3
34			certificates at unit to which issued	destroy on inactivation of unit, or when obsolete, whichever is sooner. AUTH: N1-AFU-90-3
35			all others not covered by rules 32, 33, and 34	destroy after 1 year. AUTH: N1-AFU-90-3
36	air weapons controller badge	applications and related records for award of air weapons controller badge, senior air weapons controller badge, or master air weapons controller badge	at approving/disapproving or intermediate levels	destroy after 1 year. AUTH: N1-AFU-90-3
37	air traffic controller badge	applications and related records for award of air traffic controller badge	at approving/disapproving	destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 36-33

Continued. (SEE NOTE 1)

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
			or intermediate levels	
38	AF Information Management Awards	nominations, minutes of meetings, selectees, non-selectees, and other records relating to awards authorized IAW AFI 36-2845	at SAF/AAIQ	destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
39		approved and disapproved recommendations and related records	at intermediate headquarters	destroy after 2 years. AUTH: N1-AFU-90-3
40			at initiating activities	destroy after 1 year. AUTH: N1-AFU-90-3
41	aircraft and maintenance badge	applications and related records for award of aircraft and munitions maintenance badge	approved awards	see AFI 36-2608. AUTH: N1-AFU-90-3
42			disapproved awards at disapproving authority	destroy after 1 year. AUTH: N1-AFU-90-3
43	Manpower Awards	nominations, minute of meeting, selectees, non-selectees and other records relating to awards for outstanding achievements in manpower for professional excellence	at HQ USAF	destroy after 2 years or when no longer needed. AUTH: N1-AFU-91-21
44			approved awards (record copy) at MAJCOM	destroy after 2 years. AUTH: N1-AFU-91-21
45			disapproved awards (record copy) at MAJCOM	destroy after 1 year. AUTH: N1-AFU-91-21
46			initiating activity	destroy after 1 year. AUTH: N1-AFU-91-21
47	Acquisition Awards	nominations, minutes of meetings, selectees, non-selectees, and other records relating to awards authorized IAW AF Instructions.	at SAF/AQ	destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-94-8
48		approved and disapproved recommendations and related records	at intermediate headquarters	destroy after 2 years. AUTH: N1-AFU-94-8
49			at initiating activities	destroy after 1 year. AUTH: N1-AFU-94-8

NOTE(S):

1. Rules apply to those copies not required by other directives to be filed in individual military personnel record group (see table 36-12).
2. Transfer to the National Archives in 5-year blocks when latest record is 25 years old.
3. Transfer to National Archives when no longer needed by HQ AFHRA/ISR for site reference.
4. RESERVED.
5. Disapproval authority will forward a copy of the document announcing decision, and a copy of the proposed citation annotated "Disapproved" for each individual, for filing in the member's Master Personnel Record Group.
6. Approval authority will forward a copy of the order and citation, along with a signed letter or statement from the individual documenting nonacceptance, for filing in the member's Unit Personnel Record Group.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, except that Rules a & b do not apply to Rules 5 through 9 and 13, and Rule c does not apply to Rules 5-7 and Rule 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 36-34

SUGGESTION PROGRAM

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	suggestions, inventions and scientific achievements	forms and other records which pertain to submission, processing, evaluation, approval, disapproval, issuance of award, reports and related correspondence	at suggestion program offices at all levels	destroy 1 year after final action (See Notes 1 and 3). AUTH: N1- AFU-90-3
2			at evaluating offices	destroy 1 year after final action (See Notes 2 and 3) (EXCEPTION: suggestion that becomes part of another file--for example, on change to a directive-- becomes part of the directive background file). AUTH: N1-AFU- 90-3
3		minutes of meetings or memoranda for records showing action taken	at suggestion program offices at all levels	destroy 2 years after approval or disapproval. AUTH: N1-AFU-90-3
4	products from the Suggestion Program Data System (SPDS) which are mechanically produced output products	transcription records of a card deck used to produce a report or the report itself which served diversified purposes		destroy when superseded or no longer needed (See Note 4). AUTH: N1-AFU-90-3
5	reports, controlled and uncontrolled	tabulations, summaries, feeder reports or information	at suggestion offices	destroy when no longer needed (See Note 4). AUTH: N1-AFU-90-3
6	data files created by the Suggestion Program Data System	magnetic computer tapes	at the servicing Base- Level Processing Installation (DPI)	destroy upon expiration of cycle retention requirements listed in prescribing directive. AUTH: N1-AFU-90-3

NOTE(S):

1. For suggestion program offices, final action is date of approval of an award or written notification of nonadoption.
2. For evaluating offices, final action is the date the suggestion is implemented. Final action on suggestions not implemented is the date of disapproval.
3. If volumewarrants, the records may be destroyed on a daily, weekly, monthly, or semiannual basis; see AF137-138, table 3.1, note 2.
4. Not authorized for retirement to a federal records center.

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 36-35**USAF ACADEMY AWARDS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Cadet Awards	casefiles containing correspondence pertaining to donor sponsorship, used in continuous correspondence to new award proposals and financial accounting for sponsorship continuation	at Graduate Studies	destroy after 50 years (See Note). AUTH: NC1-461-82-3
2			at selection office	destroy after 1 year. AUTH: NC1-461-82-3
3	Thomas D. White National Defense Award	nominations, biographical sketch, correspondence requesting board members, Superintendent's approval, and Chief of Staff Air Force approval	selected nominations at Plans and Programs	destroy after 2 years. AUTH: NC1-461-82-3
4			nonselected nominations at Plans and Programs	destroy after 1 year. AUTH: NC1-461-82-3

NOTE: Retained at USAF Academy for entire retention period.

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

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

TABLE 36-36

PERSONNEL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	family services program	case histories used to record a summary of the type of assistance requested, where requested it, facts relative to the case, assistance rendered, and any special problems involved		destroy when no longer needed. AUTH: N1- AFU-90-3
2		training and experience records of volunteers used by members of the Committee of Administration to record volunteer training, experience and awards		destroy 2 years after separation of volunteer (See Note). AUTH: N1-AFU-90-3
3		advisory council meeting minutes	at initiating activities	destroy after 1 year. AUTH: N1-AFU-90-3
4			at MAJCOMs	destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 36-36

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
5		records not covered in rules 1, 2, 3, and 4		destroy after 2 years (EXCEPTION: at HQ USAF they may be destroyed when no longer needed). AUTH: N1-AFU-90-3
6	solicitation case files	letters of a creditation, applications, statements of understanding, valid licenses, letters of authorization, sales reports, operational records, records of violations and suspensions accumulated in connection with the conduct of commercial transactions with AF members at AF installations		destroy after 3 years or when no longer needed as dictated by the installation commander, whichever is sooner. AUTH: N1-AFU-87-33
7	passports and visas	authorization to apply for no-fee passports and/or requests for visas and related correspondence		see table 36-2, rule 17. AUTH: N1-AFU-90-3
7.01		semiannual reports of passport applications		see table 36-2, rule 18. AUTH: N1-AFU-90-3
7.02		receipts and related correspondence for the issuance of passports	at AMC activities	see table 36-2, rule 19. AUTH: N1-AFU-90-3
8	marriage	applications for marriage between AF personnel and foreign nationals, and related correspondence		destroy 1 year after application is approved or disapproved (EXCEPTION: copy retained by approving authority may be destroyed when no longer needed). AUTH: N1-AFU-90-3
9	voting assistance data	correspondence and publications accumulated in connection with the administration of the Federal Voting Assistance Act		destroy after next election. AUTH: N1-AFU-90-3
10	(RESERVED)			(RESERVED)
11	recruitment for civilian police	rosters and related correspondence	at HQ USAF and MAJCOMs	destroy after 1 year. AUTH: N1-AFU-90-3
12			at other than HQ USAF and MAJCOMs	destroy 90 days after submission of quarterly report. AUTH: N1-AFU-90-3
13	postservice employment counseling			destroy after 1 year. AUTH: N1-AFU-90-3
14	National Urban League veterans affairs			

TABLE 36-36

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
15	survivor benefit plan (SBP)	copies of SBP election notification to spouse and other related records. SBP documents are also temporarily maintained in the relocation folder (at MPF for 90 days) (see AFI 36-2102)	at initiating activities	documents are retained in the UPRG and should be disposed IAW AFI 36-2608. AUTH: N1-AFU-90-3
16	family data records	family data records used to establish contact with dependents whose sponsors are away advising other Family Services offices at other AF installations should dependents move to a new area, and provide general information about newly arrived dependents		destroy when no longer needed. AUTH: N1-AFU-90-3
17		signed receipts for items loaned out from lending closet		destroy upon return of lending items or when no longer needed. AUTH: N1-AFU-90-3
18		record of hours accrued by volunteers during a given month and year		retained by the volunteer on an indefinite basis. AUTH: N1-AFU-90-3

NOTE: Accumulating offices may retain until eligible for disposal, provided additional filing equipment is not required.

These three rules (involving temporary electronic records) apply to all rules on the preceding table, except that *rules 9 and 10 do not apply to Rule 1.*

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

TABLE 36-37				
PROGRAM ADMINISTRATION				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	school quotas/course project file	records concerning allotment of school quotas and fulfillment thereof, including TDY relocation for school or Mission Readiness Training	at other than MPFs	destroy 3 months after training quotas are allocated by the command. AUTH: N1-AFU-88-17
1.01			at MPFs	see table 36-15. AUTH: N1-AFU-90-3
2	airman training waiver	requests for exception to authorized airmen training and utilization procedures in connection with on-the-job, cross-training, and training of unskilled airmen in these semiskilled levels	all copies except rule 3	destroy after 1 year. AUTH: N1-AFU-90-3
3			in field personnel records	see table 36-12. AUTH: N1-AFU-90-3

TABLE 36-37

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	foreign trainees	requests for training, training projects, acceptance or nonacceptance messages, invitation to travel orders, related correspondence incident to the USAF program for training students of foreign governments per AFI 16-105	at HQ USAF	destroy 4 years after completion of project. AUTH: N1-AFU-90-3
5			below HQ USAF	destroy 2 years after completion of project. AUTH: N1-AFU-90-3
6		training records for students (originals)		see prescribing directive. AUTH: N1-AFU-90-3
7		AETC Form 318 (Prior 1974), Allied Student Training Record		destroy after 20 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
8		medical and dental records		see table 41-11. AUTH: N1-AFU-90-3
8.01		individual student training and achievement record used by Inter-American Air Forces Academy (IAAFA) to provide information to each student's home country		destroy on inactivation of IAAFA. AUTH: N1-AFU-90-3
9	training instructors	forms used to record data on individual instructors pre service and in service training requirements, type of instructor assignment, and qualification for instructor supervisor assignment		destroy immediately after reassignment or separation. AUTH: N1-AFU-90-3
10		instructor evaluation records		see command prescribing directives and table 37-11. AUTH: N1-AFU-90-3
11	faculty board proceedings and administrative disenrollments	originals of proceedings of faculty boards appointed to determine all matters relating to the proficiency, deficiency, graduation, and elimination of students, and other matters referred to the faculty board by the school commandant, and records of administrative disenrollments	at commands below HQ USAF, except HQ USAFA	destroy after 1 year. AUTH: N1-AFU-90-3
11.01			at HQ USAFA	destroy after 2 years. AUTH: N1-AFU-90-3
11.02			at medical facilities and schools offering intern and resident	see table 41-1. AUTH: N1-AFU-90-3

TABLE 36-37

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			training	
12	collateral training	sign-in and sign-out records, absentee reports, delinquency reports, suspension records, training check sheets, medical clearances, requests for disciplinary action, progress reports, examination papers, registration forms, change requests, recommendations for elimination, and records of preparation for overseas movement	below HQ USAF	destroy 3 months after class/course completion provided required information is posted to the individual training record, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
13	locator strip cards	cards used for locating a student in a class or squadron		destroy after graduation or elimination. AUTH: N1-AFU-90-3
14	(RESERVED)			(RESERVED)
15				
16	progression schedules	timetables, graphs and charts used to indicate progress and/or for instructional purposes, such as student familiarization initial charts, progress charts and charts of flying time		destroy when superseded, obsolete or on inactivation of activity, whichever is sooner. AUTH: N1-AFU-90-3
17	student research	theses (War College), research reports (Command and Staff College), aerospace power theses (Squadron Officers School), and student theses (Institute of Technology)		destroy when no longer needed. AUTH: N1-AFU-90-3
18	training summaries	training summaries and reports of eliminees, upgrading, absentees, delinquencies, standardization checks, ratings scales, student rating reports, activity reports, recognition test sheets, rosters of students, and advance reports of graduation		destroy after 1 year. AUTH: N1-AFU-90-3
19	general training reports	technical training reports, such as reports of units assigned for training, reports of status and change of status, status recapitulation, strength, periodic training, combat readiness, and inspection of instructors' classes		destroy after 1 year. AUTH: N1-AFU-90-3
20	academic instructor course waivers	requests, justifications, approvals and disapprovals		destroy when no longer eligible for assignment to instructional positions in AU or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
21	educational source	studies, reports on education	at HQs AU	hold until inactivation

TABLE 36-37

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	records	requirements of the AF, AU's role in meeting these requirements, studies on the effectiveness of educational programs, techniques, and related material		of AU or when no longer needed, then retire as permanent (See Note 2). AUTH: NC-AFU-75-41
22	retraining	request for retraining/lateral training and any supporting records (i.e., supplemental messages, letters of recommendation, etc.)	approved applications and declination statements for approved retraining requests	see table 36-12, rule 2 (note 3). AUTH: N1-AFU-90-3
22.01			disapproved applications	destroy 3 months after disapproval/cancellation. AUTH: N1-AFU-90-3
23	student critiques	individual, group and oral (summarized) critiques reflecting students' comments on training, base support facilities and services, and school squadron support for consideration in corrective or improvement actions	for contractor training courses	destroy with related contract. AUTH: N1-AFU-90-3
24			for other than contractor training courses	destroy 2 months after all action is completed. AUTH: N1-AFU-90-3
24.01			serving as input/background data to training evaluations	destroy upon completion of related report/special study or until no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
25	AF established NCO Academy Graduate Association (See Note 5)	charter case files, including charter, chapter constitution, bylaws, and other governing records	at NCO academies	destroy when charter is dissolved. AUTH: N1-AFU-90-3
26		records for maintaining chapter activities, including chapter's minutes of meetings and reports		destroy after 1 year. AUTH: N1-AFU-90-3
27	test accountability/control	logs, registers, destruction certificates, inventories used to control and account for test materials in the form of test booklets, examinations, answer keys, answer sheets, etc.		destroy 6 months after individual pages are completed or closed out. AUTH: N1-AFU-92-6

NOTE(S):

1. (RESERVED)

2. Retire when microfilm is determined adequate substitute.

3. Return medical examination reports to the base hospital.

4. (RESERVED)

5. As associations' chapters are organized as private organizations, the records maintained by the chapters are not considered official records within the meaning and intent of AFI 37-138.

These three rules (involving temporary electronic records) apply to all rules in the preceding table; *except that Rules a & b do not apply to Rule 21.*

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

TABLE 36-38
INDIVIDUAL ACADEMIC RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	training progress	records of individual training and education of each student, indicating subjects studied, number of hours devoted to their study, final grade or rating of proficiency obtained in each subject and/or the reason for noncompletion of the course of study	at AU and USAF School of Aerospace Medicine	destroy 30 years after individual completes or discontinues training course. AUTH: N1-AFU-90-3
2		s	at School of Health Care Sciences, USAF (before FY82)	
3		AETC Forms 156, 304, 379, and 565 (before FY82)	at AETC technical training centers/field training detachments	
3.01		Attendance and Rating Record (AETC Form 379) (all duplicates and original only of partial courses/training sessions)		destroy after 1 year AUTH: N1-AFU-90-3
3.02		records of individual training and education of each student	at USAF Special Investigations School	destroy 25 years after course is completed. AUTH: N1-AFU-90-3
3.03		AETC Forms 379 (originals of completed courses) (FY82 and after) s	at AETC (3785 Fld Tng Grp and Mobil Tng Grps)	destroy 30 years after individual completes or discontinues training course. AUTH: N1-AFU-90-3
3.04		Student Record of Training (AETC Form 156) (FY82 and after)	at AETC technical training centers	destroy 2 years after information is entered into Pipeline Management System (PMS). AUTH: N1-AFU-90-3
3.05		rule 3.4 information in PMS		retain pending approval of disposition authority. AUTH: N1-AFU-90-3
4		copies of individual training records		destroy on graduation or elimination of the student from training. AUTH: N1-AFU-90-3
4.01		microform copies of ECI student transcript records used to issue student transcripts, diplomas, and certificate of completion	at Extension Course Institute (ECI)	retain at ECI for 30 years after course is completed, then destroy. AUTH: N1-AFU-90-3

TABLE 36-38

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
4.02		records of nonresident students, including writing assignments, course completion letters, program completion letters, correspondence from students, etc.	at Air Command and Staff College, AU	destroy 2 years after initial program enrollment, or upon graduation, whichever is sooner. AUTH: N1- AFU-90-3
4.03			at Air War College AU	destroy 3 months after graduation, 6 months after cancellation, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
4.04		magnetic tapes of nonresident Air Command and Staff College student personal data and student progress	at AU Data Automation Center	destroy 5 years after initial program enrollment. AUTH: N1-AFU-90-3
4.05		magnetic tapes of nonresident Air War College student personal data and student progress		destroy 10 years after initial program enrollment. AUTH: N1-AFU-90-3
5		records other than rules 1 through 4.5		destroy 10 years after individual completes or discontinues training course. AUTH: N1- AFU-90-3
6	unit training program	Ancillary Training Record for courses related to duty performance, but separate from individual's primary AF Specialty		see table 36-1, rule 2. AUTH: N1-AFU-90-3
6.01		individual training accomplishments in subjects unique to the organization and required by MAJCOM/FOA directives		destroy 6 months after completion of training, when superseded or when individual no longer performs the unique duties, as appropriate. AUTH: N1-AFU-90-3
7	physical training	basic military training check sheets and schedules		destroy after completion of basic training. AUTH: N1- AFU-90-3
8		reports pertaining to supervision of physical training and athletic programs, athletic teams, and activity reports		destroy after 1 year. AUTH: N1-AFU-90-3
9		physical fitness test report worksheets and physical education attendance		destroy after recording information on General

TABLE 36-38

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		records		Military Training Record. AUTH: N1- AFU-90-3
10	physiological training			see table 48-2. AUTH: N1-AFU-90-3
11	(RESERVED)			(RESERVED)
12	maintenance training	case history of the training and evaluation of maintenance specialists	filed in consolidated training record	give to individual as he/she terminates military service. AUTH: N1-AFU-90-3
13			for individuals being reassigned	send to gaining organization. AUTH: N1-AFU-90-3
14		maintenance training record or Intercontinental Ballistic Missile (ICBM) team training branch training worksheet	at training management or training control	destroy upon completion of training and when files are no longer needed. AUTH: N1-AFU-90-3
15			at unit training activities	send with consolidated training record when individual is reassigned (see table 36-12, rule 1). AUTH: N1-AFU- 90-3
16		maintenance proficiency tests, management tests, and phase tests	at training management, unit training activities, or work centers	destroy when superseded, obsolete, no longer needed, or when individual is reassigned. AUTH: N1-AFU-90-3
17		training charts		destroy when replaced, obsolete, or no longer needed. AUTH: N1- AFU-90-3
18		individual proficiency evaluation record	feeder forms to update the maintenance training records	
19			filed in consolidated training record	destroy when replaced by next equivalent evaluation. AUTH: N1-AFU-90-3
20		training requests and training completion notification records used for control purposes		destroy after training is completed and posted to applicable record. AUTH: N1-AFU-90-3
21		maintenance standardization and evaluation program records, i.e., personnel evaluation reports, and	filed in consolidated training record	destroy when replaced by next equivalent evaluation. AUTH:

TABLE 36-38

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
22		points computation records		N1-AFU-90-3
22.01			used for points computation	destroy when points computation summaries are produced. AUTH: N1-AFU-90-3
23			duplicate copies maintained by unit quality control	destroy 2 years after evaluation, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
23.01			points computation summaries	destroy after 1 year. AUTH: N1-AFU-90-3
24		training visibility records, training rosters and training schedules		destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
25		ICBM maintenance training/requirements records filed in consolidated training record		destroy when individual is removed from ICBM maintenance duty. AUTH: N1-AFU-90-3
26		ICBM production inspector records	at quality control	destroy when superseded, no longer needed or when individual is reassigned. AUTH: N1-AFU-90-3
27	traffic safety education and driving experience	duplicates of records in rules 12 through 25		destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
28	OJT training			see table 91-4. AUTH: N1-AFU-91-6
29	military aptitude rating	forms accumulated by military training departments of officer candidate schools and aviation cadet training schools to evaluate leadership potential		send to MPF upon PCS; to gain activity upon PCA w/o PCS; or give to individual upon separation, retirement, or promotion to E-9, provided not needed to record further training. AUTH: N1-AFU-90-3
				destroy 3 months after graduation of individual class, provided summary results pertaining to

TABLE 36-38

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				aviation cadets are posted to the training record. AUTH: N1- AFU-90-3
30	USAF air traffic control (ATC) certification	USAF ATC certificate requests used to request certificate issue, reissue, replacement, or cancellation	at requesting activities, pertaining to certificate issue, reissue or replacement	destroy upon receipt of certificate. AUTH: N1- AFU-90-3
31			at requesting activities, pertaining to certificate cancellation	destroy after 1 year. AUTH: N1-AFU-90-3
32			at HQ AFCC	destroy after 3 years. AUTH: N1-AFU-90-3
33		USAF ATC certificates cancelled when individual is reclassified from the ATC career field, is medically disqualified, retires, dies, or is released from the USAF/Reserve Forces		return to individual after certificate is marked "cancelled." AUTH: N1-AFU-90-3
34		USAF ATC certificates withdrawn		destroy upon notification of withdrawal by HQ AFCC. AUTH: N1- AFU-90-3
35		assignment/personnel actions or special orders which appoint unit training and standardization specialist and assistant	at ATC function	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
36		master roster of valid ATC certificates		
37		facility training guides and indoctrination program checklists		
38		records pertinent to the appointment of USAF ATC personnel as FAA examiners		destroy upon termination of the appointment. AUTH: N1-AFU-90-3
39		records pertaining to the suspension/withdrawal of an individual's USAF ATC certificate	at HQ AFCC	destroy after 4 years (See Note 1). AUTH: N1-AFU-90-3
40			at all other activities	destroy after 1 year. AUTH: N1-AFU-90-3
41		monthly training schedules and tests prepared to evaluate the result of scheduled and supplemental training		
42		applications for FAA airman certification and/or rating		
43		notification of ATC facility classification issued annually and used to determine training time limits required for issuance of facility ratings		destroy 1 year after being superseded. AUTH: N1-AFU-90-3

TABLE 36-38

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
44		OJT training record continuation sheet pertaining to ATC training, not recorded elsewhere, for officers assigned to ATC duties, and are maintained in officer's training folder		give to individual upon termination of ATC duties. AUTH: N1-AFU-90-3
45		ATC evaluation record kept in officer's training folder or as a transitory part of the consolidated training record for enlisted personnel, as applicable		give to individual when the facility rating or position certification is no longer valid, the next evaluation is performed, a facility rating is issued, or individual is no longer in training for a facility rating (See Note 2). AUTH: N1-AFU-90-3
46		(RESERVED)		(RESERVED)
47		special task certification and recurring training record kept in training folder		hold for 2 years, then give to individual. AUTH: N1-AFU-90-3
48		ATC/weather certification and rating record		give to individual upon permanent termination of ATC duties. AUTH: N1-AFU-90-3
49	ECL end of course testing and job inventory program	records recording the completion of ECI tests and job inventories		destroy after 6 months. AUTH: N1-AFU-90-3

NOTE(S):

1. These records may be retained in the office of record for 3 years after cutoff.
2. A special evaluation resulting in revoking a facility rating will be retained until individual is recertified or reclassification is completed. Special evaluation of progress for individuals in upgrade training will be retained until the individual is upgraded or reclassification is completed.

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 36-39

AIR FORCE INSTITUTE OF TECHNOLOGY (AFIT) TRAINING RECORDS

R U L E	A	B	C	D
	the records are or pertain to	consisting of	which are	then
1	(RESERVED)			(RESERVED)
2	active duty, ANG and reserve officers	individual educational credit transcripts, certificates of completion of correspondence or group study courses, eligibility applications, and similar records which serve as source documents for the update of the personnel data system (PDS) or relate to eligibility for or admission to AFIT programs.	at AFIT, Directorate of Admissions/Registrar	destroy 1 year after officer is dropped from AF rolls. AUTH: N1- AFU-90-3
3	admission eligibility records	cards, board briefs, quota management documents, reports and other related selection records		destroy when no longer needed. AUTH: N1- AFU-90-3
4	(RESERVED)			(RESERVED)
5				
6	Graduate and Professional Continuing Education (PCE)	educational credit transcripts attesting to attendance at AFIT		destroy after 50 years. AUTH: N1-AFU-90-3
7	reports and statistical data	registration, enrollment, statistical reports, course data, research studies, graduation policies		destroy when superseded, revised, or obsolete. AUTH: N1- AFU-90-3
8	airman education and commissioning program (AECF) applications	individual files of requests for evaluation of educational transcripts, tests, certificates of completion of correspondence or group study courses, correspondence, medical reports, and other related records pertaining to eligibility for and admission to AFIT		destroy 1 year after officer is dropped from AF rolls (note). AUTH: N1-AFU-90-3
9	(RESERVED)			(RESERVED)
10	roster	roster of educational background of officers		destroy when superseded, revised, or obsolete. AUTH: N1- AFU-90-3
11	college catalogs	college/university course offerings		destroy when no longer needed. AUTH: N1- AFU-90-3
12	Community College of the Air Force records	transcripts, grades, course evaluations and course completion records pertaining to accepted transfer courses as outlined by the Community College of the Air Force (including AFIT short course records)	at individual AFIT schools registrar's section	destroy 5 years after completion of course. AUTH: N1-AFU-90-3

NOTE: If airman is not selected for AECF, return records to airman's base Education Services Officer (ESO).

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 36-40
TRAINING MATERIALS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	curriculum materials used in formal training courses	record set of specialty training standards, course training standards, course syllabi, plans of instruction, course charts, and comparable guidelines	for current courses, except those covered by rules 2 and 2.1	destroy when superseded or revised (note 1). AUTH: N1- AFU-90-3
2			for substantially revised and discontinued courses at the Air War College	retire as permanent (notes 1 and 2). AUTH: NC1-AFU-83- 55
2.01			for substantially revised and discontinued courses, except those covered by rule 2	destroy after 10 years (note 1). AUTH: N1- AFU-90-3
3		record set of training plans, technical training writing production plans, evaluation plans, and instructional materials, including lesson plans, texts, films, charts, recordings, student study guides, student workbooks, student texts, programmed instructional material (tests, tapes, filmstrips, slides, scripts, for live presentations, etc.), test materials, miscellaneous handouts (wiring diagrams, tables, data, etc.) and comparable data for current or discontinued courses		destroy when revised, obsolete, or on discontinuance of the related course. AUTH: N1-AFU-90-3
3.01			for possible security assistance training	destroy 8 years after weapons system/equipment is phased out from the USAF inventory (note 3). AUTH: N1-AFU- 91-34
3.02	periodic curriculum histories (formerly rule 3.1)			see rule 16. AUTH: N1-AFU-91-34
4	extension course materials	record set of extension course directives and Resident School Text, with related background material	at HQAU	destroy when revised, obsolete, or on discontinuance of the related course. AUTH: N1-AFU-90-3

TABLE 36-40

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4.01		record set of extension course materials produced in support of the extension course program for ECI, including career development courses (CDCs) and other nonresident courses, and supporting correspondence and background material	at MAJCOMs and subordinate units	destroy 18 months after ECI course deactivation date. AUTH: N1-AFU-90-3
4.02		curriculum changes and related records used to activate, suspend, or deactivate entire courses or individual course volumes; to announce temporary suspension of courses or individual course volumes; and to issue special instructions concerning any significant change or changes in the ECI curriculum when a course is deactivated		hold 20 years in ECI, then destroy. AUTH: N1-AFU-90-3
4.03		historical data, course status, volume status, examination status, volume review, exercised data cards for extension courses and career development courses used to furnish a complete record of every course, supplement, CRE, CE, and VRE processed by ECI		
4.04		course status reports used to show the status of active and programmed courses in the curriculum		
5	job qualification standards (JQSs)	record set of JQSs		destroy when revised, obsolete, or on discontinuance of the related course. AUTH: N1-AFU-90-3
6	manuscripts or proofs	drafts of proposed or revised publications, texts, or other training materials; printers galley or page proofs, and other working or control data used in creating, preparing, and publishing training materials		destroy when printed material is received and determined accurate, or retain for future use if camera ready. AUTH: N1-AFU-90-3
7	nonrecord set of training materials	nonrecord copies of material, identified in rules 1 through 5, used in training programs	for current training programs	destroy when superseded, revised, or obsolete. AUTH: N1-AFU-90-3
8			for discontinued training programs	destroy current material after 2 years. AUTH: N1-AFU-90-3
9	training aids activity	original drawings of classroom or	the final photograph,	destroy when obsolete

TABLE 36-40

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	case files	laboratory equipment, demonstration models, building plans, and laboratory equipment installations, training applications, photographs, list of prints and drawings, bill of materials, devices, parts list, engineering and technical information operations and maintenance manual	drawing, and summary report of approved training aids	or no longer needed. AUTH: N1-AFU-90-3
10			sent with the related equipment when it is transferred to redistribution and marketing for salvage or other final disposal action	destroy 6 months after equipment is dropped from equipment authorization inventory data (EAID) records. AUTH: N1-AFU-90-3
11		duplicate files of drawings of laboratory or classroom equipment, demonstration models, building plans, and laboratory equipment		destroy when equipment is transferred to redistribution and marketing, or on discontinuance of the course, whichever is sooner. AUTH: N1-AFU-90-3
12		requests for training aids, work orders authorizing production, data on material, labor, production time, and completion dates		destroy after 3 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
13	mobile training set/equipment files (MTS)	MTS inventories, movement and location records, trainers specifications, proposal/training change logs, CEMO machine listings, and correspondence pertaining to MTS, equipment status, and equipment change	at the aerospace equipment and technical services section, department of field training	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
14			on discontinuance of a MTS or portions thereof	destroy 1 year after final disposition of related equipment. AUTH: N1-AFU-90-3
15	training systems research and development materials	correspondence, EDP products, and research reports from internal and other sources relating to development, operation and evaluation of training systems	at MAJCOMs and below	destroy when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
16	periodic curriculum histories	periodic curriculum histories prepared by directorates, departments, or divisions of the Professional Military Education Resident programs	at preparing offices	destroy after 5 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-91-34

NOTE(S):

1. Not applicable to records of the Air Force Academy or of the Joint Military Colleges.
2. Transfer to the National Archives in 5-year blocks when latest record is 25 years old.
3. The MAJCOM focal point for Security Assistance (SA) stores one copy of training materials for discontinued courses with potential for SA use. Training activities including ANG and AFRES contact AFSAT/TO, HQACC/DOT, HQ AMC/XOTT, or HQUSSTRATCOM/DON as appropriate to determine SA applicability; and forward such SA training material identified on Records Transmittal and Receipt (SF 135) to MAJCOM. The MAJCOM focal point for SA provides a copy of the SF 135 to AFSAT/TO, Randolph AFB, TX 78150-5001.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, *except that Rules a & b do not apply to Rule 2.*

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

TABLE 36-41

USAFAACADEMIC TRAINING

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Course Administration	forms for administration of classes, including Request for Special Classroom Requirements, Request for Course Offering Restriction, Drop/Add Authorization, Request for Resectioning, Preliminary Course Offering Information, Request for Academic Waiver, Permission to Enroll in Independent Study course, and other related documents	at each department	destroy at end of academic year or upon completed action, whichever is sooner. AUTH: NC1-461-82-17
2	Cadet Scores	records of scores on lab reports, case studies, graded reviews, final exam, turnout exams, validation exams, midterms, and graded review of courses with no final exam		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: NC1-461-82-17
3	Academic Requirements	theses, research papers, graded recitations, graded reviews, other graded work, lab reports and case studies, final exams, turnout and validation exams, midterm exams, and graded reviews for courses in which no final exam is given		destroy 3 months after end of semester in which administered (See Note). AUTH: NC1-461-82-17
4	Instructor's Worksheets	forms for recording raw scores and grades during period between submission of grades at mid or end semester		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: NC1-461-82-17
5			at Physical Education office	destroy after 4 academic years. AUTH: NC1-461-82-17
6	Cadet Grades	forms for reporting cadet grades and errors in grades	at Office of the Registrar	destroy upon completed action. AUTH: NC1- 461-82-17

TABLE 36-41**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	Course Enrollment	forms showing status of course enrollments, such as: Academic Program Summary, Academic Program Change, Permission for Late Enrollment, attendance records and related documents		destroy after 1 year, when superseded, or upon graduation, whichever is sooner. AUTH: NC1-461-82-17
8	Course Books	course syllabus, lesson assignments, handouts, testing materials, grade statistics, midterm and final examinations		destroy when no longer needed. AUTH: NC1-461-82-17
9	Final Course Grade Sheet	alpha and order of merit listings by course for certification as correct by all departments	at Office of the Registrar	destroy after 6 years. AUTH: NC1-461-85-3
10			other copies	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: NC1-461-82-17
11	Award of Transfer Validation Credit	forms authorizing transfer of credit from other colleges for cadets	at Office of the Registrar	destroy 1 year after graduation. AUTH: NC1-461-82-17
12			other copies	destroy after 3 months, or when no longer needed, whichever is sooner. AUTH: NC1-461-82-17
13	academic advisor records	correspondence and related records such as get well plans, grades, Academic Review Committee notifications, Academic Program Summaries, counseling sessions	kept by each academic advisor	destroy after cadet's graduation. AUTH: N1-461-92-4
14			kept by each academic advisor on disenrolled cadets	destroy 6 months after cadet's disenrollment date. AUTH: N1-461-92-4
15	Academic Progress Report	computer printout and related correspondence of cadet Academic progress	at Cadet Exams and Records	destroy after graduation, or when no longer needed, whichever is sooner. AUTH: NC1-461-82-17

NOTE: May be returned to cadet at discretion of course instructor.

TABLE 36-42

USAFA ATHLETIC TRAINING

	A	B	C	D
R U L E	If records are or pertain to	consisting of	which are	then
1	Athletic Performance	test forms for grading performance in physical education and answers sheets	at Physical Education office	destroy 30 days after end of academic year. AUTH: NC1-461-82-16
2	Physical Education Performance Counseling	records on deficient cadets: i.e., low PE grades, remedial swimmers, weight control program records, athletic probation records, Physical Education Review committee records		destroy 1 year after graduation. AUTH: N1-AFU-88-11
3	Intramural Season Participation	forms monitoring team member's attendance/participation		destroy after 1 year. AUTH: NC1-461-82-16
4	Intramural Competition	forms recording cadet's intramural participation and results		
5	OIC Summary	forms prepared on each course and subcourse to get arithmetic means for academic year		
6	Basketball Files	scouting reports and basketball programs of schools to be played	at Basketball Office	destroy after 5 years or when no longer needed, whichever is sooner. AUTH: NC1-461-82-16
7	Recruited Athletes	case files of recruited, potential athletes, unsuccessful candidates, enrolled and departed cadet athletes	at Athletic Department	destroy 1 year after graduation or 1 year after cadet would have graduated. AUTH: NC1-461-82-16
8	Sports Contracts	contracts with various institutions for future negotiations for football	at Directorate of Athletics	destroy after 25 years (See Note). AUTH: NC1-461-82-16
9	Sports Files	individual case files by sport/school used for making transportation, lodging, and other arrangements for each scheduled contest; intercollegiate athletic contest contracts (except football)		destroy after 4 years or when no longer needed, whichever is sooner. AUTH: NC1-461-82-16
10	Home Football Game Day Operations	reports on finances, weather conditions, personnel problem areas, and incidents	at Directorate of Athletics	destroy after 10 years (See Note). AUTH: NC1-461-82-16
11	(RESERVED)			(RESERVED)
12	Athletic Schedule	schedule for each sport		destroy when no longer needed. AUTH: NC1- 461-82-16
13	Sports Publicity Information	files of forms, newspaper clippings, pictures and articles on sports and cadets, coaches, and staff who participate in the athletic program and forms recording personal information on entering cadets	at Sports Information Office	

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 36-42

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
14	Physical Education	record of all physical education grades, physical aptitude examination, swim test score, physical fitness test, and intramural/intercollegiate participation for each cadet	at Athletic Department, Analysis Division	destroy when superseded or no longer needed. AUTH: NC1-461-82-16
15	Physical Fitness Test	forms recording results of cadet physical fitness tests		destroy after 4 academic years. AUTH: NC1-461-82-16
16	Squadron Athletic Advisor's Records	correspondence and related documents	Squadron Athletic Advisor's Office	destroy on cadet's graduation. AUTH: N1-AFU-88-11
17	Cadet Active Weight Control	physical fitness and weight control form, notification of underweight/overweight status, test results, graphs, counseling records, and other related documents		forward to Athletic Dept Research/Analysis Branch upon graduation. AUTH: N1-461-82-16

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 36-43

USAF MILITARY TRAINING

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Survival Evasion Resistance Escape (SERE) Daily Status Report	training and duty status report of daily activities	at SERE office	destroy when no longer needed. AUTH: NC1-461-92-3
2	SERE Grade Records	forms recording grades for survival and evasion including SERE Training Student Grade Record and Evasion Record		
3	Basic Cadet Training (BCT) Administration	forms and reports, such as: Incident/Accident Report, Strength Report, Duty Status report	at BCT monitors' offices	destroy when no longer needed. AUTH: NC1-461-82-9
4	Summer Training Records	computer sheets, program lists, summer assignment lists, completion records of graduates	for graduated cadets	destroy 6 years after graduation. AUTH: NC1-461-82-9
5	(RESERVED)			(RESERVED)
6	Lesson/Briefing and Critique	forms for evaluating and critiquing written exercises	at Military Training Division	destroy 1 semester after completion of course. AUTH: NC1-461-82-9

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

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

TABLE 36-44

FLYING TRAINING RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	tactics, techniques, and doctrines instruction	individual student and aircrew records, including various type aircraft on which a student is checked; statements of flying experience; recognition testing forms; cockpit (blindfold) checklists; sequence records; transition training proficiency reports, flight reports, flight record work sheets and card files on flying time, checkouts, records of airsickness, progress check sheets, phase and accomplishment charts, ratings scales, grade sheets for standardization flight checks, instruction check sheets, assignment sheets, requests for training flights and assignment of aircraft, examinations, and questionnaires	not regular flying records required by AFI 11-406	destroy 3 months after completion of training phase, provided flying time data are posted on individual training and flight records. (EXCEPTION: AF ROTC forms and related papers are destroyed after 2 years.) AUTH: N1-AFU-90-3
1.01			AETC undergraduate navigator (UNT), bombardier (NBT), and electronic warfare officer (EWOT) training records	destroy 1 year after completion of training, provided data are posted on individual training and flight records. AUTH: N1- AFU-92-28
1.02			AETC undergraduate pilot training (UPT) records of pilots with direct flying or "banked" flying assignments	destroy after 4 years; or 1 year after completion of flying training or requalification training, provided data are posted on individual training and flight records; whichever is sooner. AUTH: N1- AFU-92-28
1.03		logs and charts for UPT, UNT, NBT and EWOT records	Null	destroy after completion of training. AUTH: N1-AFU-90-3

TABLE 36-44

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	training aids usage	records reflecting individual progress and time completed in a Link trainer; Link trainer-schedules; transition checkouts; requests for assignment to training; instrument progress records; extended flight records for instrument training; instrument questionnaires; operational certificates for blind flying; schedules; activity reports missions sheets; transition flying certificates; instrument instruction sheets; and instrument trainer charts (track flown by student); not records of individual altitude chamber flights		destroy 3 months after completion of training phase, provided required flying time is posted on individual flight records. AUTH: N1-AFU-90-3
3	synthetic trainer time			see table 21-5, rule 4. AUTH: N1-AFU-90-3
4	flight instructors records	flying training reports and records of flying instructors, including instruction logs, airplane assignment sheets, flying schedules, consolidated grade records and reports, flying training reports, training status check sheets, student dispatch sheets, instructor's timesheets for student requirements, recapitulation forms, and student training reports		destroy after 6 months (EXCEPTION: within AETC, destroy 6 months after the IP is placed on unrestricted IP orders). AUTH: N1-AFU-90-3
5	aircrew instruction records	flying training records pertaining to simulated combat operations, briefing, and interrogation, including combined training reports (record of interception between bombers and fighters), crew flying training instructions, crew status, combat crew progress, combat training mission reports, mission survey sheets, check sheets for recording time and grades, phase check scoresheets, and briefing forms		destroy after 1 year, or on discontinuance of activity, whichever is sooner. AUTH: N1-AFU-90-3
6	aircrew qualification certificates	certificates showing that an aircrew member has demonstrated satisfactory performance and knowledge of procedures, techniques, equipment, and directives which would assure safe and successful accomplishment of his/her flying duties in the assigned aircraft		give forms pertaining to previously assigned aircraft to individual concerned, or maintain as directed by the MAJCOM, when an individual's aircraft assignment is changed. AUTH: N1-AFU-90-3
7	radar and bomb		at office of origin	destroy 6 months after

TABLE 36-44

Continued.

	A	B	C	D
R U L E	If there records are or pertain to	consisting of	which are	then
	scoring simulator frequency bands			obsolete or superseded. AUTH: NI-AFU-90-3
8			at other than office of origin	destroy when superseded, obsolete, or no longer needed. AUTH: NI-AFU-90-3
9	Reserve flight training			see table 13-8. AUTH: NI-AFU-90-3
10	flying training reports	reports of aircraft accidents (in training), reports on transition training, formation, navigation, time lost, reports of entering classes and graduation classes		destroy after 1 year, or on discontinuance of activity, whichever is sooner. AUTH: NI- AFU-90-3
11	qualification answer sheets and written exams	completed answersheet to qualification/instrument exams e s	at Standardization/Evalu ation Office	destroy after exam scores are entered in aircrew qualification record and certified. AUTH: NI-AFU-91-43
11.01		open/closed book exams, instrument exams e		destroy when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: NI-AFU-91-43
12	training progress	AETC Form 240 (flying training)		destroy 10 years after individual completes or discontinues training course. AUTH: NI- AFU-90-3

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

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

TABLE 36-45				
USAF A FLYING TRAINING				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Manifest and Master Jump	forms for scheduling and verifying jump records	at Airmanship Division	destroy after 25 years (See Note). AUTH: NC1-461-82-4
2	Individual Jump Record	case file of each individual's parachute jumps including the Advanced parachuting Record		upon disenrollment or graduation, give to individual. AUTH: NC1-461-82-4

TABLE 36-45

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
3	Parachute Maintenance	records pertaining to maintenance and reliability of parachutes and parachute related equipment		destroy after 3 years, when no longer needed, when superseded, whichever is sooner. AUTH: NCI-461-82-4
4	Parachuting Daily Operations	report for maintaining record of daily parachute operations		destroy after 1 year. AUTH: NCI-461-82-4
5	Jump Certification	forms gathering parachute jump data from parachutists for certification		destroy on graduation or elimination of the student from training. AUTH: NCI-461-82-4
6	Parachute Log	forms for parachute repacking	with parachute	destroy after life of parachute. AUTH: NCI-461-82-4
7	Airmanship Courses	forms, student progress, and related documents for recording training in airmanship courses	at Airmanship Division	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: NCI-461-82-4
8	(RESERVED)			(RESERVED)
9				
10	Aircraft Flight Status and Time	forms reporting sorties in airmanship courses, USAFA Form 0-588		destroy after 25 years (See Note). AUTH: NCI-461-82-4
11	Airmanship Activities	form summarizing the previous days activities		destroy after 1 year. AUTH: NCI-461-82-4
12	Flight Records	forms recording cadets flight missions and graded reviews in Aviation courses	at 50th Airmanship Training Squadron (50ATS)	destroy 30 days after end of semester. AUTH: NCI-461-82-4
13	Aviation Courses	forms grading cadet's flight missions, performance, and record result of training flight missions		
14	Flight Requests and Authorizations	forms requesting and logging flights (cadet)	at Aero Club	destroy after 3 months, or when no longer needed, whichever is sooner. AUTH: NCI- 461-82-4
15	Life Support Training	forms and related documents recording life support training, both initial and recurring, servicing A/C oxygen, altitude chamber, 30-day wave, etc.	at Life Support Division	destroy upon graduation/disenrollme nt, whichever is sooner. AUTH: NCI-461-82-4

NOTE: Retain at USAFA for entire retention period.

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 36-46				
USAFA APPLICANT/CANDIDATE RECORDS				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	Candidate Folder	correspondence and forms pertaining to each individual seeking appointment to the USAFA, such as: Change of Address, For Action Memo, Additional Source Letter, Nomination Acknowledgment Letter, Missing Data and Documents, USAFA Candidate Fitness Test Score, Nomination/Application for USAFA, Withdrawal Card, Applicant Questionnaire, high school/college/pre transcript, acceptance/declination forms	appointed	forward to Cadet Exams and Records for inclusion in Master Cadet Personnel Record. AUTH: NC1-461-82-12
1.01		personal data record, candidate activity record, USAFA candidate evaluation, admission panel review sheet, candidate writing sample		forward to the Directorate of Institutional Research for disposition IAW table 38-6. AUTH: NC1-461-82-12
1.02		drug and alcohol abuse certificate		forward to Directorate of Cadet Personnel for retention in CPR-1. AUTH: NC1-461-82-12
2		USAFA candidate evaluation, high school/college/pre transcript, ACT/SAT scores, retirement orders, death certificates, letter of recommendation, nominee card, etc.	not appointed	destroy after 1 year (Note 1). AUTH: N1-AFU-88-10
2.01		correspondence and forms pertaining to each individual seeking appointment to USAFA not included in Rule 2		destroy after each admission cycle. AUTH: N1-AFU-88-10
3	Admissions Administration	administrative records such as Applicant Cards, Applicant Questionnaires on persons not yet candidates, etc.		destroy after admission cycle. AUTH: NC1-461-82-12
4	Candidate for USAF Academy	nominee cards and nomination forms for contacting prospective candidates		destroy after 1 year. AUTH: NC1-461-82-12
5	Report of Candidate Status (Congressional)	forms provided members of Congress on final status of their nominations		destroy when no longer needed (Note 2). AUTH: NC1-461-82-12

NOTE(S):

1. If not appointed, return birth certificates, adoption papers, or other legal documents to individual after 1 year.
2. Forward to Directorate of Institutional Research after 4 years. (See T38-6, R1).

These three rules (involving temporary electronic records) apply to all rules in the preceding table, *except that rules 9 & 10 do not apply to Rules 1, 1.01 & 2 & Rule C does not*

	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

apply to Rule 1.01.

TABLE 36-47

APPLICATIONS FOR EDUCATIONAL PROGRAMS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	applications for officer training school (OTS), airman education and commissioning program (AECOP), flying training	records reflecting eligibility, suitability, physical and mental qualifications, status of application, selection, nonselection, interview board results, acceptance, declination or disqualification, and related records reflecting action taken by examining and selecting activity	for qualified applicants who enter training	destroy after 1 year. AUTH: N1-AFU-90-3
2			for applicants who failed to complete processing	destroy after 6 months. AUTH: N1-AFU-90-3
3		examination answer sheets		destroy after 1 year. AUTH: N1-AFU-90-3
4		routine control cards, AFIT Form 0-22, records reflecting declination or elimination from school or OTS		destroy after 3 years. AUTH: N1-AFU-90-3
5	report of physical aptitude exam (PAE) testing	forms used by examining center to transmit results of the PAE for USAFA applicants	at examining centers	destroy after admissions cycle (1 July). AUTH: N1-AFU-90-3
6	applications for intelligence education programs	records reflecting eligibility, suitability, status of application, selection, non-selection, board results, career briefs, action taken by selecting activity, and related records	at HQ USAF/INFP, MAJCOM functional managers, and supervisors	destroy 2 years after selection board action, or when no longer needed, whichever is later. AUTH: N1-AFU-89-24

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

RULE	A	B	C	D
	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 36-48				
COMMUNITY COLLEGE OF THE AIR FORCE RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	description of courses	course charts, plans of instruction, and similar records of courses conducted by AF and other military service schools		destroy 4 years after course has been inactivated or superseded. AUTH: N1-AFU-90-3
2	student enrollment in CCA Associate degree programs	copies of examination reports and training certificates		destroy after data has been entered on degree program progress report. AUTH: N1- AFU-90-3

TABLE 36-48

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3		registration application forms, official transcripts, and correspondence	for students who have retired or separated from active duty and who have not joined the ANG or Active Reserve	destroy 4 months after student retires or separates. AUTH: NI-AFU-90-3
3.01			for students who have not communicated with CCAF for 3 years	destroy 3 years after latest communication from the student. AUTH: NI-AFU-90-3
3.02			for students who have completed program requirements	destroy 1 calendar year after graduation (See Note 1). AUTH: NI-AFU-90-3
4	accreditation of AF schools or courses	self-study reports, reports submitted to accrediting associations, correspondence to and from accrediting association officials, and related records	at CCAF administrative center	destroy after 50 years (note 2). AUTH: NI-AFU-90-3
5	(RESERVED)			(RESERVED)
6	articulation agreements	formal agreements or other memoranda of understanding with civilian institutions for recognition of CCAF students and graduates		destroy after 1 year, or when superseded, whichever is later. AUTH: NI-AFU-90-3
7	degree program	completed degree program progress report and relevant approving records		destroy after 50 years. AUTH: NI-AFU-90-3

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

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

TABLE 36-49				
USAF PREPARATORY SCHOOL RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Student Record Card	data on each student	at Preparatory School	destroy after 30 years (See Note). AUTH: NC1-461-82-13

TABLE 36-49

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	Prep School Administration	forms and other records for administration of the Prep Schools such as Student Enrollment Questionnaire, Military Training Evaluation Worksheet, Instructor's Comments, Instructors Grade Sheet, Physical Fitness Program, Report of Offense, Medical Status Report, Sign In/Out Registers, Flight Evaluation, Individual Record of Offenses		destroy at the end of academic year, or when no longer needed, whichever is sooner. AUTH: NC1-461-82-13
3	Preparatory School Folder	correspondence and forms documenting student's academic history and related activities while at the Prep School		<i>Retain at USAF Academy and destroy after 30 years. AUTH: N1-AFU-01-2</i>
4	Regular Airmen Records	Training records (AF Forms 623, 991), Weight Management Records (AF Form 379), Safety records (AF Form 1285), Small Arms training (AF Form 1360), Motor Vehicle Operator Qualifications and Record of Licensing, Examination and Performance and other related data pertaining to regular airmen attending the prep school	at Preparatory School on disenrolled students	return the record to the individual for hand carry to next permanent duty station. AUTH: N1-461-82-13
5			at Preparatory School on graduates	forward record to Cadet Personnel office for appropriate disposition. AUTH: N1-461-82-13

NOTE: Retain at USAF Academy for entire retention period.

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 36-50

EDUCATION SERVICES PROGRAM

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	individual's educational level and progress	forms, supporting records for entries of completed courses of study, transcripts or photostatic copies of high school and college credits, and unofficial copies of DANTE and other test reports which are a chronicle of educational level and progress		send to MPF records custodian for disposition per AFI 36-2608 (see table 36-12, rules 1 and 1.1). AUTH: N1-AFU-90-3
2	requests for tuition assistance	forms and other records	at base education offices with appropriate school contract invoices	destroy after invoices have been paid and final grades been recorded in Individual Record Education Services Program form. AUTH: N1-AFUF-93-2
3	records supporting consolidating grade sheets			
4	cases of noncompliance or failure			
5	DANTES	applications for tests, testing activity and inventory reports, and similar forms; which are informational copies of forms supportive of DANTE activities		destroy after 2 years. AUTH: N1-AFU-90-3
6	Education Services Program Report	forms and supporting records	at HQ USAF/MAJCOMs or base education offices	destroy after 5 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
7	memorandum of understanding	agreements and changes thereto	at MAJCOMs or base education offices	destroy 2 years after termination or cancellation of institutional program. AUTH: N1-AFU-90-3
8	education records not covered above	applications and related records prescribed by AFI 36-2306 such as Bootstrap applications; not required to be filed in the personnel record groups per AFI 36-2608		destroy when no longer needed. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table; *except that rules a, b, & c do not apply to rule 1.*

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

TABLE 36-51

DEPENDENTS' SCHOOL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	historical program	operating policies, curricula, teaching methods, and similar records		disposition pending. AUTH: Unscheduled
2	administration	records pertaining to internal administration; school events; athletics; honor students; parent-teacher and other organizations; teachers' notices; student transportation; civilian employees pay, leave, attendance, travel, and other personnel matters (except employee record cards); term reports; cost accounting; lost text books; requests to supporting commander for materials, repairs and supplies	not covered in other tables, e.g., supply	destroy after 3 years. AUTH: N1-AFU-90-3
3	class register books and daily attendance registers	individual teachers' records of daily, weekly, semester, and yearly scholastic marks and averages; attendance; and dates of withdrawal		
4	absence, tardiness, and passes	daily records of absences; tardy slips; transfers slips notifying teachers of new assignments; notices of change; applications for permission to be absent; pass slips; and comparable records	hall passes	destroy at end of each day. AUTH: N1-AFU-90-3
5			absentee reports	destroy after 60 days or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
6			class reentry permits	destroy at end of school year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
7			not covered in rules 4, 5, and 6	destroy after 1 year. AUTH: N1-AFU-90-3
8	attendance and strength reports	periodic statistical, monthly enrollment, and other reports which are teachers' reports to principals		
9	secondary school class reports	reports compiled from class register books and resource records from which individual student permanent records are prepared and/or extracted on request		

TABLE 36-51

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
10	enrollment data	application for enrollment to tuition student; course preferences signed by parent; admission card; transfer card; drop card; and similar records		destroy 1 year after graduation, withdrawal, transfer, or death of student. AUTH: N1-AFU-90-3
11	individual student permanent record and transcript (grades 9 through 12)	a cumulative record of standardized achievement, mental ability tests, yearly grade average, attendance, and similar information maintained for the individual student	completed on graduation or withdrawal of student; and copies of transcripts furnished secondary schools, colleges, and prospective employers upon special request	hold at the school for 5 years after graduation, withdrawal, transfer, or death of student, then retire to WNRC for disposal after 70 additional years. EXCEPTION: On inactivation of school, transfer to District Office where they will be held until end of 5-year retention period and then retired for remaining 70 years). AUTH: N1-AFU-90-3
11.01	individual student record (grades kindergarten through 8)		transferred at the request of the student's new principal	destroy 1 year after graduation, departure from command, withdrawal from school, or death, whichever is sooner. AUTH: N1-AFU-90-3
12	student personnel record	health data; absence reports and correspondence with parents regarding absence; records of achievements and aptitude tests; notes on activities, hobbies, and special interests, miscellaneous information used by student counselors		
13	reports to parents	scholastic grades, personality traits, and certificates of promotion or failure		give to parents at end of school year, on transfer of student, or on departure from command. AUTH: N1-AFU-90-3
14	(RESERVED)			(RESERVED)
15	Section Six schools	registers, elementary school cumulative record cards, and other records		school retains; on discontinuance of school, transfer to department of education of state in

TABLE 36-51

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				which school is located. AUTH: NI-AFU-90-3
16	accounting of disclosures of personally identifiable information (General Education Provisions Act)	records indicating (1) the parties who have requested or obtained the information and (2) the legitimate interests these parties had in requesting or obtaining the information (does not apply to disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student when the consent is specific as to the participants to whom the disclosures are to be made, disclosures to school officials, or disclosures of directory information)		hold with specific student records to which they pertain for the life of those records, or for 5 years, whichever is longer, and dispose of in accordance with applicable rules. AUTH: NI-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table, *except that Rules a through c do not apply to Rule 1. Rules a and b do not apply to Rules 11 and 11.01.*

	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