

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-AFU-02-15	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date received 6-3-2002	
1. FROM (Agency or establishment) Department of the Air Force		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Communications and Information		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Enterprise Information Resource Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Olthea S. Croom	5. TELEPHONE NUMBER 703-588-6194	DATE 7-26-02	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>80</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 28 May 02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S. Croom</i>		TITLE Air Force Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The SF 115 relates to the three rules on the first attached sheet, involving temporary electronic records. Specifically, these three rules are to be added to the following attached tables in AFMAN 37-139:</p> <p>Tables 33-1 through 33-27</p> <p>The three rules on the first attached sheet will apply to all series in these tables, except as noted in the text adjoining the three rules.</p> <p>The attached tables themselves have been <u>crossed out</u> because this SF 115 covers, for each table, only the three rules involving temporary electronic records.</p> <p><i>cc Agency, NR, NWML</i></p>		

These three rules (involving temporary electronic records) should be added to Tables 33-1 through 33-27 of AFMAN 37-139.

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

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

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

Table 33-8, Rule 23

Table 33-14, Rules 7 and 9

Table 33-17, Rule 2

Table 33-25, Rules 5, 5.01, 5.02, 8, 10, and 15

- Rules "a" and "b" will not apply to series relating to the following rules that cover permanent records:

Table 33-1, Rules 1 and 3

Table 33-2, Rules 1, 4, and 5

Table 33-13, Rule 3

Table 33-17, Rules 1, 16, 17, 20, 30, 31, 40, 42, and 43

Table 33-23, Rule 6

Table 33-24, Rule 1

33. Communications. These tables cover documentation pertaining to policies, procedures, standards, and operational doctrine for overall direction, planning, management, procurement, and operations functions of communications-computer systems, and Communications Security (COMSEC) material, cryptologic equipment, and TEMPEST. This includes radio frequencies, management of aircraft and missile control and warning ground environment, navigational and air traffic control ground environment, electronic warfare equipment (air and ground), automatic data processing, computer software, and the AF Military Affiliate Radio System (MARS).

TABLE 33-1**C4 SYSTEMS POLICY AND GUIDANCE**

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	C4 policy development	publications and documentation used in preparation of C4 systems policy	at HQ USAF and MAJCOMs	retire as permanent 2 years after superseded. AUTH: N1-AFU-95-2
2			not applicable AF- wide or MAJCOM- wide	destroy 7 years after superseded. AUTH: N1-AFU-95-2
3	Strategic Automated Information System (AIS) and C4 System plans	plans and documentation used in the preparation and distribution of the plan	at HQ USAF and MAJCOMs	retire as permanent 2 years after superseded. AUTH: N1-AFU-95-2
4	Reviews of operational C4 systems	documentation used to prepare for and perform C4 systems reviews, review decisions and taskings	at HQ USAF, MAJCOMs and systems management offices	destroy 2 years after system is no longer used. AUTH: N1- AFU-95-2

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a" and "b" do not apply to rules 1 and 3.

	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 33-2

C4I CAPABILITIES PLANNING

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	C4I Capabilities Planning	publications and documentation used in the preparation and distribution of Planning Guidance and Technical Reference Codes	at HQ USAF	retire as permanent 2 years after superseded. (Note) AUTH: N1- AFU-88-26
2			at MAJCOMs and base	destroy 1 year after superseded. AUTH: N1-AFU-88-26
3	MAJCOM C4I Plans	plans and documentation used in the development of C4I architectures	at HQ USAF and base level	destroy 1 year after superseded. AUTH: N1-AFU-88-26
4			at MAJCOM (Note)	retire as permanent 3 years after superseded. (See Note) AUTH: N1- AFU-88-26
5	Base C4I Plans and Blueprints	documentation used in the preparation and distribution of plans and blueprints	at the host base	retire as permanent 3 years after superseded. (Note) AUTH: N1- AFU-88-26
6			at MAJCOM and activities other than those in rules 5 and 7	destroy 1 year after all existing, programmed, and projected requirements are validated and reflected in the MAJCOM plans or when no longer needed, whichever is sooner. AUTH: N1- AFU-88-26
7			at servicing AFMC E-I activities	destroy 1 year after superseded. AUTH: N1-AFU-88-26
8	C4I studies	studies in the initiation, revision or deletion of an operation, system, or facility	at MAJCOM and above	destroy 3 years after all actions have been completed, study has been cancelled, or when no longer needed. AUTH: N1-AFU-88-26
9			below MAJCOM	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-88-26

NOTE: Transfer to National Archives in 5 year blocks when latest records are 25 years old.

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

	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 33-3

REQUIREMENTS BOARD

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Communications- Computer Systems Requirements Board (CSRB) and other C4I Requirements Approval bodies	agenda, minutes of meetings, and related documents	at OPR	destroy after 2 years. AUTH: N1-AFU-90-3
2			at other than OPR	destroy after 1 year or when no longer required, whichever is longer. AUTH: N1- AFU-90-3
3	communications- computer systems requirements documents (CSRSD)	documents used to describe the required capability, justify the need, and serve as the validation and approval documents for the need	at operating activity	destroy 1 year after system satisfying the requirement has been decommissioned. AUTH: N1-AFU-88-7
4			at other activities	destroy 6 months after completion and acceptance of the installation or project is cancelled (test specifications, test results, and other recorded performance data accumulated at organizations having responsibility for analysis of test and performance will be destroyed when no longer needed) or when no longer necessary, whichever is later. AUTH: N1-AFU-88-7
5				destroy 1 year after disapproval. AUTH: N1-AFU-88-7
6				destroy 1 year after cancellation. AUTH: N1-AFU-88-7
7				use appropriate rules in table 33-16. AUTH: N1-AFU-88-7
8				use appropriate rules in table 33-14. AUTH: N1-AFU-88-7
9				use appropriate rules in table 33-14. AUTH: N1-AFU-88-7
		disapproved programming documents and related documentation		
		cancelled programming documents and related documents		
		documents relating to communications service leasing		
		documents relating to requirements for only software development or changes		
		documents relating to telephone credit or calling cards		

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 33-4

PROGRAM MANAGEMENT AND ACQUISITION

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	program status reports	controlled and uncontrolled reports related to a specific program or several programs		destroy upon completion of program or when superseded, whichever is sooner. AUTH: N1-AFU-88-7
2	equipment lists, and technical publications (See Note 1)	standard facility lists, standard installation instructions, technical publications with supporting documents	at OPR	destroy after facility removal or system termination. AUTH: N1-AFU-88-7
3			at other than OPR	destroy when superseded or rescinded, or when no longer needed. AUTH: N1-AFU-88-7
4	automation equipment title transfer	letter of agreement between automation equipment vendor and AF activity, indicating transfer of title of an item of government-owned automated equipment for a like item of contractor-owned automated equipment		destroy 5 years after facility removal or system termination. AUTH: N1-AFU-88-7
5	hardware selection	specifications for hardware, software, and vendor support capabilities		destroy 2 years after specific configuration of equipment is discontinued. AUTH: N1-AFU-88-7
6	concepts of operations, engineering, logistics, and maintenance	broad outlines of how system will be used and how logistics and maintenance support will be provided after commissioning and deployment		use table 33-4, rule 16. AUTH: N1-AFU-88-7

TABLE 33-4

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
7	facility documentation.	documents showing what, where, and how equipment is installed or planned to be installed, including installation records/drawings, program documents, interim records, and base records, and also includes, as appropriate, one copy of program maintenance manual, system specifications, functional description, requirements document, data base specifications, program specifications, test and implementation plan test analysis report, operations implementation/conversion documentation, computer operation manual, operations one-time documentation, user implementation/conversion documentation, user manual, user one-time documentation, development center user documentation, prepared in support of each phase within the life cycle of the ADS and are a part of the project folder that provides ADS background information to the development center responsible for the system (See Note 2)	at the facility operating activity	if the system is being transferred to another AF facility to accomplish the same functions, send pertinent documentation to the gaining activity and destroy the remaining documentation. Destroy individual records when they are superseded or obsolete. AUTH: N1-AFU-88-19
8				if the system is being transferred from AF jurisdiction due to decommissioning or declared excess, send all vendor-provided documentation and equipment maintenance records to the gaining activity, and destroy the remaining documentation. Destroy individual records when they are superseded or obsolete. AUTH: N1-AFU-88-19
9			at all other activities	destroy when superseded or obsolete or when no longer needed. AUTH: N1-AFU-88-19
10		master copies of site-adapted	at activity having	file after completion of

TABLE 33-4

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
		communications drawing records for AF bases/sites and miscellaneous related documents	engineering/installation responsibility	project and destroy miscellaneous documents when superseded or obsolete. Master copies of site adapted drawing records for inactive bases/sites will be sent to acquiring activity at the time of release from caretaker status. AUTH: N1-AFU-88-19
11	project file	a formatted engineering and installation plan that provides installation standards, objectives, and performance predictions; a detailed resume of support construction; a listing of materials (including major and minor items of equipment and hardware); engineering drawings; a narrative explanation of installation procedures; and test guidance for the installation team.		destroy original (master) project file 2 years after program completion or cancellation. AUTH: N1-AFU-88-19
12			copies at facility operating location	destroy after completion of the program or cancellation, whichever is later. AUTH: N1-AFU-88-19
13			base wire cable projects at facility operating location which is serviced by commercial telephone company	destroy 1 year after final billing. AUTH: N1-AFU-88-19
14			at supply activities	see table 23-2. AUTH: N1-AFU-88-19
15			at all other activities	destroy 6 months after completion and acceptance of the installation or project is cancelled (test specifications, test results, and other recorded performance data accumulated at organizations having responsibility for

TABLE 33-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				analysis of test and performance will be destroyed when no longer needed). AUTH: N1-AFU-88-19
16	program engineering files	documentation relating to the performance of systems and scheme engineering that are not included in the formal scheme package, such as survey reports; studies comparing present and proposed systems; evaluation of alternative sites or methods; systems analysis; cost analyses, design plans, calculations, and predictions of facility/system performance; logs and other recordings of measured parameters; progress reports; management actions; cancellation notices; requests for technical and site data; and other source material	at organizations having program engineering responsibilities	destroy 2 years after program completion or cancellation of the system or project. AUTH: N1-AFU-88-19
17	contract services funding	fund forecast reports		destroy after 1 year. AUTH: N1-AFU-88-19
18		approved individual fund requests and related documentation		destroy 2 years after acceptance of the installation. AUTH: N1-AFU-88-19
19		disapproved individual fund documentation		destroy after 1 year. AUTH: N1-AFU-88-19
20	Communications-Computer Systems Program Plan (CSPP) (including Test and Evaluation Master Plan)	a coordinated schedule of implementation actions in the areas of engineering and installation, manpower, allied support construction, and logistics support	at HQ USAF and MAJCOMs	destroy when no longer needed. AUTH: N1-AFU-88-19
21			at facility operating activities and base communications offices	destroy after facility removal or system termination. AUTH: N1-AFU-88-19
22			at other support activities	destroy when no longer needed. AUTH: N1-AFU-88-19
23	implementation directives	Communications-Computer Systems Directives (CSD) and related material to provide directional guidance for the implementation of approved CSRDs	at base communications-computer systems offices where implementation will take place	destroy after facility removal or system termination. AUTH: N1-AFU-88-19

TABLE 33-4

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
24		Program Management Directives (PMD) and related material to provide direction and guidance for the implementation of approved CSRDs	at all other activities	destroy when no longer needed. AUTH: N1-AFU-88-19
25			at HQ USAF and MAJCOM PM levels	hold with associated program documents and destroy when no longer needed. AUTH: N1-AFU-88-19
26			at implementation locations	destroy after facility removal or system termination. AUTH: N1-AFU-88-19
27			at all other activities	destroy when no longer needed. AUTH: N1-AFU-88-19
28	system tests	master input add/delete cards; unique program object decks; program status cards; problem status cards; file update cards; scheduling cards required to process a total integrated environmental system test (EST) and track problems encountered; computer listings and reports used for testing purposes and analysis for accuracy of processing; test input cards and purpose cards required to accomplish ESTs and special tests	an approved system	destroy 1 year after discontinuance of the system. AUTH: N1-AFU-88-19
29			a disapproved proposed system	destroy 1 year after final action. AUTH: N1-AFU-88-19
30		Difficulty Reports (DIREP) (AF Form 1815), incident reports, system deficiency or discrepancy reports, and supporting documents	invalid	destroy when no longer needed. AUTH: N1-AFU-88-19
31			valid reports which constitute a systems deficiency notification	
32			for vendor-supplied software systems/routines	destroy when obsolete or no longer needed. AUTH: N1-AFU-88-19

NOTE(S):

1. Use table 37-9 for technical orders.
2. Documentation described here should not include documentation covered by other tables and rules (record sets of publications, record copy of data automation requirement).

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

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

TABLE 33-5

PROJECT IMPLEMENTATION

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	data elements and codes standardization	AF Forms 247 and supporting records associated with all data standardization programs for ADS/ADPS, and supporting records on DOD standard data elements and codes, other federal or national agencies standardization requests and justification for data systems	maintained as background/research material	destroy 3 years after data element or code is cancelled or terminated. AUTH: NI-AFU-90-3
2			copies of approved requests maintained by originator	destroy after 2 years or on publication of the data elements and related features, whichever is sooner. AUTH: NI-AFU-90-3
3			disapproved requests	destroy after 2 months. 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 33-6

MILITARY AFFILIATE RADIO SYSTEM (MARS)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	membership		at HQ AFCC, MARS Director, and area/region MARS Directors exercising approval authority	destroy on each renewal or 1 year after termination of membership. AUTH: N1-AFU-90-3
2			at MARS stations	destroy on termination of membership. AUTH: N1-AFU-90-3
3	station certificates			return to the cancelling authority for destruction upon cancellation of membership. AUTH: N1-AFU-90-3
4	identification cards			return to the issuing authority for destruction upon cancellation of membership. AUTH: N1-AFU-90-3

TABLE 33-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	superseded identification cards			destroy old card when superseded. AUTH: N1-AFU-90-3
6	MARS personnel notification	forms of assignments, change of status, transfer or termination of membership		destroy on reassignment or termination of membership. AUTH: N1-AFU-90-3
7	Air National Guard/United States Air Force Reserves (ANG/USAFR) high frequency (HF) radio training participation data	summaries of weekend ANG/USAFR unit training data		destroy after 3 months. AUTH: N1-AFU-90-3
8	MARS repeater application and registration records	initial applications for authority to operate a MARS repeater, and for annual registration		destroy 1 year after completion or annual registration. AUTH: N1-AFU-90-3
9	MARS member station questionnaires (transcribed)	forms and related records used for assigning a station to the component (traffic system, base support, etc.) most needed		destroy when information is transcribed on cards or tapes. AUTH: N1- AFU-90-3
10	MARS member station questionnaires	information which has not been transcribed on cards or tapes		destroy when superseded, when member is transferred or when membership is terminated, whichever is sooner if not transcribed to data cards or magnetic tape. AUTH: N1-AFU-90-3
11	membership system data cards			destroy when superseded or obsolete. AUTH: N1-AFU-90-3
12	membership system printout			destroy when obsolete or after 1 year, whichever is sooner. AUTH: N1-AFU-90-3
13	MARS messages		at MARS stations	destroy after 3 months. AUTH: N1-AFU-90-3
14	operations records	MARS circuit log and traffic files, including message receipts, cancellations, undelivered messages, etc.		destroy after 3 months. AUTH: N1-AFU-90-3
15	MARS quarterly	hours of MARS membership		destroy after 1 year.

TABLE 33-6**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	activity report	participation		AUTH: N1-AFU-90-3
16	appointment of base MARS Director	letters of appointment or special orders		destroy upon change of base MARS Director. AUTH: N1-AFU-90-3
17	MARS broadcasts	copies of weekly broadcasts, used to disseminate information and general instructions to MARS stations		destroy after 6 months. AUTH: N1-AFU-90-3
18	responsibility of base MARS station	station task list		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
19	MARS property acquired under excess/surplus property program	issue and shipping documents on MARS property	at MARS inventory control point	transfer to staging area 1 year after calendar year in which transaction occurred where it is destroyed after 2 more years. AUTH: N1-AFU-90-3
20	MARS property accountability	DD Form 1150 receipts, transfers, and cannibalizations that show where property is located for custodial responsibility and are placed in members' records		destroy 3 years after end of calendar year in which formal MARS accountability of the property is discontinued. AUTH: N1-AFU-90-3

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

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

TABLE 33-7				
GENERAL OPERATIONS				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	Defense Information Systems Agency (DISA) evaluation reports	copies of DISA operational evaluation reports of AF operated DISA communications stations, with related correspondence	at HQ USAF and MAJCOMs	destroy 2 years after required actions are either completed or have become part of an approved HQ USAF/MAJCOM program. AUTH: N1- AFU-88-1
2			below MAJCOM	destroy 1 year after required actions are either completed or have become part of an approved HQ USAF/MAJCOM program. AUTH: N1- AFU-88-1

TABLE 33-7

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	summary control statement	a narrative and statistical summary of status and progress of principal programs and objectives		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-88-1
4	statistical data requests	forms and related correspondence initiated to establish or revise statistical data programs from an approved data system, providing Information Processing Centers background for the program file, and to control the work flow.	approved requests	destroy on discontinuance of the program AUTH: N1- AFU-88-1
5			disapproved requests	destroy 3 months after disapproval. AUTH: N1-AFU-88-1
6	site environment	daily or weekly thermometer/hygrometer recordings		destroy 3 years after superseded or destroy 90 days after the system is released from US Government inventory, whichever is sooner. AUTH: N1-AFU-88-1
7	reuse and disposition of excess ADPE	records that pertain to the redistribution, reuse, and disposition of automation equipment		destroy after 5 years. AUTH: NN-170-33
8	ADPE accountability	contractor invoices	maintained by equipment control officer (ECO)	destroy after 3 years. AUTH: N1-AFU-88-1
9			at other than ECO	destroy when no longer needed. AUTH: N1- AFU-88-1
10		physical inventory and general ledger account code (GLAC) reconciliation	maintained by equipment control officer (ECO)	destroy after 3 years. AUTH: N1-AFU-88-1
11			at other than ECO	destroy when no longer needed. AUTH: N1- AFU-88-1
12		ADP Equipment Inventory Report (RCS: HAF-SCP(M)7104)	maintained by equipment control officer (ECO)	destroy after preparation of next report. AUTH: N1- AFU-88-1
13			at other than ECO	destroy when no longer needed. AUTH: N1- AFU-88-1
14		related documents concerning the management of ADPE, such as AF Form 782, Equipment Order; DD Form 1155, Delivery Order; equipment control officer (ECO) and custodian accountability certification; maintenance agreement; etc.		

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 33-8

INFORMATION PROCESSING CENTER (IPC) OPERATIONS (see note 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	messages originated	originator's message copy and hard page copy of transmitted message		destroy after 1 month (EXCEPTION: automated IPC message sections, destroy after 10 days, provided history tapes exist) (See Notes 2 and 3). AUTH: N1-AFU-88-9
2	message history tapes	history tapes of originated and received messages		destroy after 1 month. AUTH: N1-AFU-88-9
3	header card data	data pertinent to data pattern messages, including data message forms, but excluding message text		destroy after 1 month (magnetic tapes will be returned to originator for reuse) (See Notes 2 and 3). AUTH: N1- AFU-88-9
4	header/end of transmission	printout records pertinent to MTMS message traffic		
5	messages received	hard page copies and header card data	not retrievable from message history tapes	destroy after 1 month (See Notes 2 and 3). AUTH: N1-AFU-88-9
6			retrievable from message history tapes	destroy after 10 days (See Notes 2, 3, and 7). AUTH: N1-AFU-88-9
7		journal printout records of received messages		destroy after 1 month. AUTH: N1-AFU-88-9
8	multipoint circuit messages	hard page copies of messages received on multipoint circuits not for that station		destroy after 24 hours, provided adequate control records are maintained. AUTH: N1-AFU-88-9
9	paper tapes	paper tape used for message transmission		
10	text of data pattern messages			destroy after 10 days (See Notes 2 and 4). AUTH: N1-AFU-88-9
11	magnetic tape reels	recorded messages received from originator		return to originator after 10 days (EXCEPTION: if no sufficient tape reels are available, retention period may be reduced to 72 hours) (See Note 2). AUTH: N1-AFU- 88-9

TABLE 33-8

Continued. (see note 1)

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
12	operational control records	logs (service, circuit status, intercept, service message, on line/off line work request control, high precedence message); messages (high precedence, service, service interruption); message registers; records on multiple and book messages processed; number sheets (operator, circuit, message and channel); reports (performance, equipment performance, interface/trouble, auxiliary line equipment); maintenance work orders, magnetic tape library inventories; shift supervisor checklists; and similar documents		destroy after 1 month (See Notes 5 and 6). AUTH: N1-AFU-88-9
13	IPC message section performance records	records on channel loads, speed of service reports, master station logs, frequency logs, daily load reports, daily traffic figures, traffic analysis records, recovery records, and similar records		destroy after 6 months. AUTH: N1-AFU-88-9
14	alternate routing/channel parameter	alternate routing plans, routing indicator listings, channel parameter listings, and similar records		destroy when superseded or no longer needed, whichever is later. AUTH: N1- AFU-88-9
15	general messages addressed to the IPC message operations	hard page copy of message addressed to and retained by IPC message section; e.g., JAFPUBs, DCSRELSTA, ALMILACTS, etc.		destroy when superseded or cancelled by issuing authority. AUTH: N1-AFU-88-9
16	general service messages originated	hard page copies retained by originating/transmitting IPC message section		destroy after 1 month (See Note 3). AUTH: N1-AFU-88-9
17	customer agency general messages	hard page copies retained by the receiving IPC message section on which they are not an addressee, but which are used to provide distribution to customer agencies/activities served; e.g., ALPERSCOM, ALSAFECOM, ALAFCOM, etc.		
18	general message record	logs to show receipt and distribution of general messages		destroy after 1 year or after last message on a page is superseded or cancelled, whichever is later (See Note 6). AUTH: N1-AFU-88-9
19	tracer action case	messages and related correspondence		destroy 1 year after case

TABLE 33-8

Continued. (see note 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	files	pertaining to all actions taken to trace message		is closed. AUTH: N1-AFU-88-9
20	magnetic media library documentation	magnetic media not covered elsewhere in this table	in IPC message section	see table 33-10. AUTH: N1-AFU-88-9
21	computer-sharing reports	quarterly reports of ADP service provided to another agency or obtained from a commercial source (IRCN 1106)(GSA-AN)		destroy after 3 years. AUTH: N1-AFU-88-9
22	systems design specifications for systems for which related magnetic media data is authorized for blanking	records containing operating procedures for implementation of a specific data system, including details of computer technique logic charts and input/output document flow data	at IPCs	destroy after final magnetic media records produced by system have been blanked. AUTH: N1-AFU-88-9
23	systems design specifications for systems for which related magnetic media data is not authorized for blanking			retain with the related magnetic media. AUTH: N1-AFU-88-9
24	automation equipment use and maintenance	forms or cards equipment operators complete relative to machine use, nonuse, or maintenance		destroy after 1 year. AUTH: N1-AFU-88-9
25			at other than IPCs	destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-88-9
26		daily detail cards, intermediate summary decks, related magnetic files, and machine listings		destroy after 3 months or when no longer needed, whichever is later. AUTH: N1-AFU-88-9
27		monthly summary of cost and use reports, card decks, magnetic tape files, and machine listings		destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-88-9
28		cards, magnetic tapes, and associated machine listings produced from the monthly summaries		destroy when no longer needed. AUTH: N1-AFU-88-9
29		monthly summaries of ADPE cost and use report, EDPS by application and hours of use reports, card decks, tape files, and associated machine listings	at IPCs	destroy after 1 year. AUTH: N1-AFU-88-9
30			at MAJCOMs and intermediate	destroy after 2 years. AUTH: N1-AFU-88-9

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TABLE 33-8

Continued. (see note 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
31			commands at HQ USAF	destroy after 1 year. AUTH: N1-AFU-88-9
32		analysis of annual history of maintenance actions and costing vendor alternative maintenance approvals		use table 33-4, rules 7, 8, or 9, as appropriate. AUTH: N1-AFU-88-9

NOTE(S):

1. The term "information processing center" includes "telecommunications centers" and "data processing centers." Other similar facilities, not covered in other 33-series tables, will follow appropriate rules in this table.

2. Header and text information will be retained beyond the specified periods for completion of tracer actions or other investigative actions on hand.

3. In certain justified instances, the retention of hard copies of narrative messages may be extended to no longer than 3 months based on operational considerations as determined by the local commander.

4. When space limitations preclude 10-day retention, the retention period may be reduced to not less than 72 hours for specified terminals by service agencies, providing that magnetic tape data pattern formatted messages transmitted by circuit switch and data pattern messages which contain a master data base that is updated on a daily basis can be made available by the originator for retransmission purposes.

5. Dual purpose forms used as an integral message register may be destroyed after 1 month. However, when the form is used as a message traffic receipt (accountability records) between recipient and the IPC message section, then the form must be retained for 2 years, per table 31-4.

6. General message records may be filed in the same folders as the related messages. In such instances, apply procedures in AFR 37-123.

7. The communications-computer systems unit chief of operations may extend the retention period to 30 days when deemed necessary.

8. Maintain DD Form 1503 for 120 days. Information must be stored on magnetic media (floppy disk) and paper copy destroyed.

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a," "b," and "c" do not apply to rule 23.

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

TABLE 33-9

TELEPHONE AND TELEGRAPH SERVICES AND ACCOUNTING DOCUMENTS.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	telephone and telegraph credit cards or calling cards	forms of communications service authorizations and related correspondence requesting the issuance or cancellation of credit cards or calling cards		destroy 1 year after cancellation of credit or calling card. AUTH: N1-AFU-87-42
2		credit cards or calling cards		send cancelled card to the activity initiating the communication service authorization. AUTH: N1-AFU-87-42

TABLE 33-9

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	operations control records	performance evaluations, station activity records, report of customer complaints and inquiries, traffic samples, and records of trouble reports		destroy after 1 year. AUTH: N1-AFU-87-42
4	confidentiality statement	statements signed by telephone operators that they are acquainted with the confidential nature of their work		destroy 1 year after termination of duty as switchboard operator. AUTH: N1-AFU-87-42
5	telephone directories	record set of each published directory (including staff directories), with all background material	at issuing activities	destroy when superseded or obsolete. AUTH: N1-AFU-87-42
6		consolidated card deck or manuscript from which directory is compiled, and cards or manuscript pertaining to specific persons or activities		
7	unofficial telegraph services	telegraph company standard forms, including record of message deliveries, incoming money orders, registers of money order drafts issued and voided, money order applications, prenumbered receipts to senders of money orders, and related records		destroy 6 months after cutoff. AUTH: N1- AFU-87-42
8		daily cash record (telegraph), cash collection voucher, monthly bills for unofficial telegraph messages, telegraphic money orders, public vouchers for purchases and services other than personal, and related records		destroy 1 year and 1 month after close of the FY in which final payment was made, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ DFAS-DE. AUTH: N1-AFU-87-42
9	telephone toll calls	toll tickets and reports of authorized calls (AF Form 1072)	at organizations in the CONUS	destroy when no longer needed. AUTH: N1- AFU-92-8
9.01	(RESERVED)			(RESERVED)
10	telephone, telegraph, telautograph and nontactical radio accounting records	vouchers (except toll tickets; see rule 9), with all background material	at organizations in the CONUS	destroy after 2 years. AUTH: N1-AFU-92-8
10.01	(RESERVED)			(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 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 33-10

SWITCHING CENTER OPERATIONS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Logs and Statistics	master station log (DD Form 1753), leased ASCs, ASC configuration log (DD Form 1751), government owned ASCs configuration stats, ASC equipment outage log (DD Form 1756)	at automatic switching centers (ASCs), semiautomatic and manual relay centers, and automatic digital weather switches (ADWS)	destroy 5 months after monthly cutoff. AUTH: N1-AFU-87-39
2	recovery records (DD Form 1757)			destroy 2 months after monthly cutoff. AUTH: N1-AFU-87-39
3	operations control records	circuit status logs (DD Form 1776), intercept logs (DD Form 1754), alternate routing records (DD Form 1755), service messages and logs (DD Forms 1765 and 1766), on-line/off-line work request control logs (DD Forms 1770 and 1778), magnetic tape library inventories (DD Form 1774), shift supervisor checklist (DD Form 1752), high precedence message logs, message and channel number sheets, circuit number sheets, and similar records		destroy 1 month after monthly cutoff. AUTH: N1-AFU-87-39
4	routing plans/indicator/channel listings	alternate routing plans, routing indicator listings, channel parameter listings, and other related records		destroy when superseded or no longer needed. AUTH: N1-AFU-87-39
5	service interruption/auxiliary records	service interruption messages, auxiliary line equipment reports, and related records		destroy 1 year after monthly cutoff. AUTH: N1-AFU-87-39
6	message transmission monitor tapes		at semiautomatic and manual relay centers	destroy 1 month after monthly cutoff. AUTH: N1-AFU-87-39
7	magnetic tape library purge record (DD Form 1771)		at ASCs, ADWS, and Information Processing Center message sections	retain for 1 year, then destroy. AUTH: N1-AFU-87-39
8	tape labels	labels and related forms not covered elsewhere in this table		destroy with purge of related tape or other magnetic tape. AUTH: N1-AFU-87-39

TABLE 33-10

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
9	magnetic tape library transaction record and perpetual history (DD Form 1772)			destroy initial and current form when tape is destroyed unless used as a destruction record, after 1 year for other forms (note 2). AUTH: N1-AFU-87-39
10	tape failure report (DD Form 1758)			destroy 2 months after monthly cutoff. AUTH: N1-AFU-87-39
11	history tape log (DD Form 1777) and magnetic tape log "B" (DD Form 1779)			destroy 1 month after monthly cutoff. AUTH: N1-AFU-87-39
12	history "A" tape (DD Form 1759)			destroy after 1 month, or when no longer needed, whichever is later. AUTH: N1-AFU-87-39
13	history "B" tape (DD Form 1760)			destroy after 11 days, or when no longer needed, whichever is later (See Note 3). AUTH: N1-AFU-87-39
14	overflow (OVF), tape (DD Form 1761), intercept (IC) tape (DD Form 1762) and retrieval tape (DD Form 1763)			purge after read in. AUTH: N1-AFU-87-39
15	program library tapes (PLT) or house operating (HOP) tapes (DD Form 1775)			hold current and last preceding tapes (See Note 4). AUTH: N1-AFU-87-39
16	work tapes (DD Form 1764)			purge when job is completed. AUTH: N1-AFU-87-39
17	header extract tapes (DD Form 1768)			purge after analysis is completed. AUTH: N1-AFU-87-39
18	history tapes of transmitted messages		at ADWS	purge after 15 days. AUTH: N1-AFU-87-39
19	line save tapes			purge after 15 days or when no longer needed, whichever is sooner.

TABLE 33-10

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
20	interlace/suspected interlace case files	records pertinent to investigations regarding the occurrence of interlace or suspected interlace messages	at ASCs	AUTH: N1-AFU-87-39 destroy 1 year after case is closed. AUTH: N1- AFU-87-39
21	general messages	tape file maintained for retransmission purposes	at manual relay centers	purge after 14 days. AUTH: N1-AFU-87-39
22	general message card deck	card deck of hard page copies which are addressees; e.g., Joint Army-Air Force Publications (JAFPUBs), Defense Communications Systems Relay Stations (DCRELSTAs), etc.	at ASCs, semiautomatic and manual relay centers	destroy when superseded or cancelled by the issuing authority. AUTH: N1- AFU-87-39
23	general message log (DD Form 1769)			destroy after all general messages for the calendar year have been cancelled or superseded (See Note 5). AUTH: N1-AFU-87-39
24	tracer action case files	records of all actions taken to trace messages, tracer log (DD Form 1767) and related records		destroy 1 year after case is closed. AUTH: N1- AFU-88-39
25	monitor printer and high speed printer output products	message traffic, magnetic tape and peripheral device printouts; system, cumulative block error count (CBEC), contingency alternate routing program (CARP) and configuration statistics and similar computer products		destroy 1 month after monthly cutoff. AUTH: N1-AFU-87-39
26	tributary files	an individual file for each connected tributary containing telecommunications service requests (TSRs), telecommunications service orders (TSOs), and other correspondence related to activation, deactivation, and changes to the tributary operation, circuit and equipment; data related to message traffic operation, circuit and equipment problems; and other related records	at ASCs, semiautomatic and manual relay centers, and ADWS	destroy 1 year after tributary deactivation. AUTH: N1-AFU-87-39
27	communications operations (COMOPs) summaries			destroy after 1 year. AUTH: N1-AFU-87-39

NOTE(S):

1. The term "destroy" in column D, when it is related to a magnetic media, means to "scratch," "erase," or "blank" the media so the media can be reused. The media itself will only be destroyed when it is unserviceable or not reusable due to security requirements.

2. This form will be destroyed after 2 years when used as a record of destruction as outlined in AFI 10-1102.

3. ~~Retain for 30 days plus current day if history "A" tape is bad.~~
 4. ~~Older tapes may be retained until no longer needed.~~
 5. These logs may be filed in the same folders as the related general messages. In this instance, procedures prescribed in AFMAN 37-123 apply.

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

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

TABLE 33-11

RADIO STATIONS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	master station logs	records of events within the station		destroy after 3 months. AUTH: N1-AFU-90-3
2	air/ground or point- to-point logs	records of activity at the operating position		destroy after 1 month. AUTH: N1-AFU-90-3
3	radio circuit operations records	transcribed messages of air/ground or point-to-point transmissions, flight following records, case files, encrypted messages, command control messages, ICAO/air-ground-air teletype records, phone patch records, message/contact number sheets, frequency monitor reports, net continuity logs, ATC clearances/advisories/requests, emergency action messages, FOXTROT messages, other broadcasts, morale and welfare messages and other air/ground or point-to-point messages and forms used in circuit operations		destroy after 1 month. AUTH: N1-AFU-90-3
4	recorder tapes	recordings of air/ground or point-to- point communications by electrical means		erase after 30 days and return tape to library for reuse. AUTH: N1- AFU-90-3
5	mission related documents	itineraries, special communications support messages and communications alert/activation messages		destroy after 30 days, or on completion of mission, whichever is later. AUTH: N1- AFU-90-3
6	equipment/circuit outages	logs or forms		destroy when equipment or circuit is returned to operation, or after 3 months, whichever is later. AUTH: N1-AFU-90-3
7	station activity reports	records of station activity, traffic count/analysis, frequency usage and station personnel status		destroy after 1 year. AUTH: N1-AFU-90-3
8	aircraft accident or loss of human life	all records described in rules 1 through 7 above		destroy on completion of investigation, or after 6 months, whichever is later. AUTH: N1-AFU-90-3

TABLE 33-11

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9	emergency, contingency or mobile operations records	communications support in other than routine circumstances		destroy on completion of after action report, or after 6 months, whichever is later. AUTH: N1-AFU-90-3
10	training for reserve forces	accumulated during unit training assemblies		destroy after 3 months. AUTH: N1-AFU-90-3

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

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

TABLE 33-12**FREQUENCY MANAGEMENT**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	radio frequency listings/authorizations	radio frequency listings/authorizations		destroy when superseded, cancelled, or no longer needed for managerial purposes, whichever is later. AUTH: N1-AFU-87-41
2	permanent frequencies	any data relating to permanent frequency actions		
3	temporary frequencies	any data relating to temporary frequency actions		
4	propagation records	Air Force Global Weather Center (AFGWC) reports and other propagation data not filed as part of a frequency action under rules 2 and 3		
5	allocation records	any data relating to frequency allocations for equipment (DD Form 1494 and related documents)		
6	electronic countermeasure (ECM)	any data relating to ECM when not filed according to rules 2, 3, 4, and 5 above		
7	electromagnetic compatibility (EMC) and radio frequency (RF) engineering studies	any data relating to EMC and RF engineering studies when not filed according to rules 2, 3, 4, and 5 above		
8	frequency management support records	any records relating to national or international frequency management activities and technical and/or reference material that support frequency management functions		

NOTE: For exercise schedules, see Table 37-14; for exercises in general, see Table 10-3; for meaoning intrusion, jamming, and interference (MIJI) records, see Table 33-13.

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

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

TABLE 33-13

MEACONING, INTERFERENCE, JAMMING, AND INTRUSION (MIJI) RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	meaconing, interference, jamming, and intrusion records (MIJI)	daily and weekly message/letter reports, reporting procedures, special and trend studies, and related reports	at action offices	destroy when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
2			at subordinate units	destroy after 6 months, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3	MIJI annual summary	record copy of annual summary of selected MIJI incidents and their evaluation performed during the past year	at publications branch at action agency	retire as permanent to HQ AIA Special Intelligence Central Repository (See Note). AUTH: NCI-AFU-78-11
4		all other copies		destroy after 2 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

NOTE: AIA is the office of record for records of longtime retention. Records appraised as permanent will be transferred to the National Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research.

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

	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 33-14

SOFTWARE AND DOCUMENTATION (see notes 1 & 2)

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	system software case files	authorization records, requirements, plans, schedules; contractual and procurement records, drawings, specifications, photographs; technical progress summaries and reports; technical visits, conferences, evaluations, results and conclusions; technical documentary reports, management reports on design and development efforts and engineering services; management task control numbers (MTCN) and related correspondence; operating reports, e.g., progress management and termination reports containing technical and related administrative, fiscal, personnel and logistical information, notices of cancellation and related correspondence, including preliminary and critical design review project record books; formal documentation	at the OPR for tasked system from the initiation through design, development, testing and maintenance	destroy 2 years after disapproval or discontinuance of system or when no longer needed, whichever is later. AUTH: N1-AFU-87-40
2			at supporting, participating, testing or other activity not having prime responsibility	destroy when superseded obsolete, or no longer needed whichever is later. AUTH: N1-AFU-87-40
3	management task control	opening and closing statements, related cost analysis, software requirements, studies and change requests	at the project management office (PMO) or the configuration control office (CCO)	destroy 5 years after task closing. AUTH: N1-AFU-87-40
4	computer products			upon implementation and verification of the most current assembly (revision), hold two previous assemblies and associated documentation (three sequential assemblies and documentation) and purge or destroy all other data. AUTH: N1-AFU-87-40

TABLE 33-14

Continued. (see notes 1 & 2)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5	program releases and changes	emergency programming actions, design control numbers, program software control numbers, offline design changes, software patches, revisions, receipts, certifications and related explanatory and supportive records		destroy when superseded, obsolete or no longer needed, whichever is later. AUTH: N1-AFU-87-40
6	input specifications	detailed description of each transaction that generated some activity in the system in the form they appear at the time they enter the computer system; identification title, recording media, purpose, frequency, volume, and source; detailed description of the contents of each input to the basic record file and a graphic illustration of each	for systems for which the related magnetic media data is authorized for blanking	destroy at time final magnetic media records produced by system have been scratched. AUTH: N1-AFU-87-40
7			for systems for which the related magnetic media data is not authorized for blanking	hold with the related magnetic media. AUTH: N1-AFU-87-40
8	output (report forms) specifications	detailed descriptions of products of the system that are to be used outside the computer center consisting of a listing of the outputs by sequence, name, media, purpose, frequency, volume and distribution; a detailed record description; and samples of output in the form of layouts or copies, keyed to names and numbers in the output listings		destroy on termination of system. AUTH: N1- AFU-87-40
9	printed final report	statistical tabulation and an analysis of the findings of a study or survey including a narrative description of methodology employed for systems which require retention of related magnetic media data		hold one copy of the printed report with related file specifications AUTH: N1-AFU-87-40
10	program tape or disk pack	tapes (disk packs) containing sequence of instructions required to accomplish the processing of data or solving a problem	updated	dispose after third update cycle AUTH: N1-AFU-87-40
11			the last update of specific ADP application used in a terminated system	dispose after agency exhausts use of tape (See Note 7). AUTH: N1-AFU-87-40
12			required in audit trail	dispose of in

TABLE 33-14**Continued. (see notes 1 & 2)**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			(See Note 5)	accordance with functional guidelines provided by GAO. AUTH: N1-AFU-87-40
13	magnetic media library control/transaction records	card decks and magnetic media files		destroy card decks and dispose of magnetic media after the fourth update cycle is created. AUTH: N1-AFU-87-40
14		machine listings		destroy after 3 months. AUTH: N1-AFU-87-40
15		transaction slips		destroy after 3 months or when no longer needed, except table 31-4, rule 2, applies when the slips serve to account for classified matter. AUTH: N1- AFU-87-40

NOTE(S):

1. Magnetic media consist of magnetic tape (analog, digital), drums, hard and floppy disks and diskettes, disk packs, data cells, and other devices that store data in an erasable mode.
2. Also see Table 37-18.
3. The terms dispose and destroy in column D means to "scratch," "erase," or "blank" the media so the media can be reused. The media itself will only be destroyed when it is unserviceable or not reusable due to security requirements.
4. Dispose of publications according to Table 37-7.
5. Just as the acceptance test data may need to be kept beyond its useful life for auditing purposes, programs which processed that data may also be kept for audit purposes beyond the operational life of the particular system. Disk packs are relatively expensive for long-term storage and there is usually a backup copy of the system on magnetic tape. In these cases, the tape copy of the program together with all relevant documentation may be used in lieu of the disk pack version. Either source or object versions of the system may be used for this purpose.
6. Machine listings may be retained for as long as 1 year when they provide audit trails of the last recording made on a specific reel and may be useful in retrieving a lost file or in determining how a file may have been inadvertently scratched.
7. Registered or unregistered programming disks are used to initially load the program into your computer, such as WordStar, Enable, RIMS, etc., and contain no data or files. When the program is updated, or determined that it is no longer needed, contact Small Computer Technical Center (SCTC) personnel for disposition procedures for the programming disks IAW Defense Automation Resources Management Manual, DOD 7950.1-M.

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a," "b," and "c" do not apply to rules 7 and 9.

	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 33-15

TECHNICAL CONTROL FUNCTIONS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	history folder (circuit, trunk link, route or system history)	records pertaining to the activation, reconfiguration, or deactivation; initial test and acceptance data; circuit parameter test date (DD Form 1697); technical evaluation program reports (TEP); out-of-service quality control test records, to include spare channel test results; analysis products; and other related historical material	at terminal stations and other designated control stations (circuit control office, facility control office, etc.)	destroy when superseded or 6 months after deactivation, whichever is sooner, except quality control test records which will be destroyed when replaced with the next like test record (See Note 1). AUTH: N1- AFU-87-38
2			at other than terminal stations and designated control facilities	destroy after 1 month or when no longer needed, whichever is later. AUTH: N1- AFU-87-38
3	technical control operations	quality control test schedules, reporting guides, circuit/trunk directories; DCA engineering drawings; systems/circuit layout diagrams/records (DD Form 1441); fault isolation charts/diagrams; and related products		destroy when superseded, except DD Form 1441, which will be retained for 6 months after circuit deactivation, then destroy. AUTH: N1- AFU-87-38
4		operational direction/coordination messages (ODM/OCM), record of HF frequency use/changes, and related products		destroy after 1 year. AUTH: N1-AFU-87-38
5		master station logs (DD Form 1753)	retained in TCF for 1 month and in a reference file for 11 months	
6		master clock logs (DD Form 1700)		destroy after 3 months. AUTH: N1-AFU-87-38
7	outage	outage/restoration records; work orders; equipment test records; outage summaries; and related records including DD Forms 1443, 1445, and 1698	retained in TCF for 1 month and in a reference file for 11 months	destroy after 1 year. AUTH: N1-AFU-87-38
8	performance reports and worksheets	PMI and follow-up reports, PMP data collection worksheets, and other related worksheets		destroy 3 months after monthly cutoff. AUTH: N1-AFU-87-38
9		in-service QC worksheets and other related worksheets		destroy 2 months after monthly cutoff. AUTH: N1-AFU-87-38

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TABLE 33-15

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
10		communication/test equipment QC worksheets		retain current and previous three test results. Destroy others when they are no longer needed. AUTH: N1-AFU-87-38
11	status reports	reports on status of systems, circuits, and equipment including DCAC 310- 55-1 Feedback Reports and DCAC 310-55-1 Reports		destroy 2 months after monthly cutoff. AUTH: N1-AFU-87-38
12	general messages	messages addressed to and retained by the TCF (DEFSTA/DINSTA, etc.		destroy when superseded or cancelled (See Note 2). AUTH: N1-AFU-87-38
13		general message record or log used to record receipt of general messages		destroy when the last message on a page is superseded or cancelled or when all current entries are transcribed to a new page, whichever is sooner (See Note 2). AUTH: N1-AFU-87-38
14	coordination circuits	monitor logs		destroy after 1 month. AUTH: N1-AFU-87-38

NOTE(S):

1. Out of service Q.C. testing records will be replaced with the next like test, the current year's ANNUAL test results will replace the previous year's ANNUAL test results, and the current QUARTERLY test results.
2. Records identified in rule 13 may be filed in the same folder(s) as the related general messages. In this instance, procedures in AFMAN 37-123 apply.

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 33-16

DEPLOYMENT RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	deployment of combat communications units (including ANG)	requests for deployment, mission directives, frag orders, MAJCOM validation messages, deployment directives, orders or reports, site surveys, post deployment summaries, similar records, and related correspondence pertinent to a specific mission.		destroy 2 years after mission completion or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
2			at tasked units	destroy 4 years after mission completion or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3	deployment preparation	unit mobility plans, master checklists, and similar correspondence accumulated in general preparation for deployment, regardless of the specific mission		destroy when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
4	deployment support	any of the above records pertinent to deployments in support of tests, maneuvers, war games, and similar exercises		destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

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

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

TABLE 33-17

MOTION PICTURE PHOTOGRAPHY/VIDEO RECORDING

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	official record photographs (See Note 1)	Record photograph, original negatives or transparencies and captions, audiovisual caption (AF Form 397), and related data		send per AFI 33-117, Vols V and VI, to 1361 Audiovisual Squadron, AAVS (AMC) (See Note 2). AUTH: N1-AFU-88-47
2	photographs made a part of a project file, report, or similar group of records			retire or dispose of with records of which they have made a part. AUTH: N1-AFU-88-47
3	original negatives (See Note 3)			destroy after 1 year. AUTH: N1-AFU-88-47

TABLE 33-17

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4		negatives and extra prints of photographs of AF officers	not at base photographic laboratories	destroy on death or retirement of the individual AUTH: N1- AFU-88-47
5			at base photographic laboratories	destroy after 1 year (See Note 4). AUTH: N1-AFU-88-47
6			of local commanders, inspectors, and other key personnel	destroy when individual is retired, relieved, or reassigned, or when purpose has been served, whichever is sooner. AUTH: N1- AFU-88-47
7		negatives and extra prints of photographs other than officers, e.g. local individuals requiring recognition or identification, senior enlisted advisor, complaints NCO, DECA advisory board member, etc.		destroy when no longer needed. AUTH: N1- AFU-88-47
8		negatives of photographs of purely local interest made for public relations use		
9		negatives which are valueless due to faulty photography or, because of similarity, are considered to be duplications		
10	original negatives or prints produced in training or practice (see note 5)	subject matter not desired for record		
11	duplicate negatives or prints			
12	photographic work orders	Visual Information Support Request (AF Form 833) and related records		destroy 1 year after monthly VI Support Center Workload report is prepared. AUTH: N1-AFU-91-5
13	base visual information support	Visual Information Support Center Workload Report (AF Form 1340)	at preparing activities	destroy after 2 years. AUTH: N1-AFU-88-47
14			at MAJCOM VI manager (See Note 6)	destroy after 5 years or when no longer needed, whichever is later. AUTH: N1-AFU-88-47
15	in-service project records	records pertaining to assignment of AF units for photography, requests for photography, letters of assignment,	at HQ AAVS staff offices and below major subordinate	destroy 2 years after completion of project. AUTH: N1-AFU-88-47

TABLE 33-17

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		photographic assignment data (AF Form 398), and related records	commands	
16	record motion picture photography/video recordings	motion picture photography, videotapes, and related audio recordings		send per AFI 33-117, Vols V and VI, to the 1352 AVS, ATTN: DOD Motion Media Records Center (See Notes 7 and 8). AUTH: N1-AFU-88-52
17	educational television (ETV) official records			
18	visual information captions			
19		AAVS Form 16, Video/Sound Captions	written records of the imagery and sound contained in motion media products	destroy when no longer needed. AUTH: N1- AFU-88-52
		AAVS Form 25, Field MOPIC Camera/Sound Caption		destroy when information is transferred to AAVS Form 16. AUTH: N1- AFU-88-52
20	visual information documentation (VIDOC) motion media original and edited masters	motion picture and video camera original and edited master film and videotapes	at Aerospace Audiovisual Service (AMC) units	send per AFI 33-117, Vol VI, to HQ AAVS/DOOV, for review and refinement prior to submission to the DOD Motion Media Records Center. (See Notes 7 and 8). AUTH: N1-AFU-88-52
21	motion media visual slate			
22	official release prints, videotape copies, or videodiscs			
23	copies of material which have been forwarded to the DOD Motion Media Records Center	all prints or duplicate videotape copies distributed through the AV Visual Information (VI) Library System per AFI 33-117		destroy when superseded, obsolete, or no longer usable. AUTH: N1-AFU-88-52
24	nonvisual information/audiovis ual production local interest video recording/photograp	master positives, duplicate negatives, or duplicate videotapes		do not dispose of without authority of AF Central VI Library. AUTH: N1-AFU-88-52
		videotapes/films for base information, base cable TV, local TV news, and other purely local interest purposes, not governed by AFI 33-117		destroy, salvage, or erase when no longer needed (except rule 22). AUTH: N1-AFU- 88-52

TABLE 33-17

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	hy			
25	film/video produced in testing film, photographic, video, or like equipment or in training photographers			
26	video/photography produced by other agencies	copies no longer useful or not pertinent to AF activities		
27	original photography/video which is unusable because of inferior quality			
28	film/video requiring emergency disposal			see AFI 37-138, paragraph 3.4. AUTH: N1-AFU-88-52
29	photographic artwork	drawings, animations, cartoons, titles, and selected mounted photographs covered with acetate foil on which pertinent instructions are written		salvage for other uses, or destroy after completion of project. AUTH: N1-AFU-88-52
30	visual information production files	in-house, commercial, and contract production records pertaining to preparation of complete motion picture and TV subjects for use in training, orientation, indoctrination, and public information and includes requests for production; outlines and/or treatment; final approved scripts, talent releases and cue sheets; reports on conferences, progress, status of performance; crew, travel and temporary duty; correspondence regarding production, final approval, initial print requirements production and production services contracts; supplemental agreements; change orders; authorizations for payment, notices of final payment of contracts; DD Forms 1995-1 and -2; production costs; DAVIS subject search printout and parameters; public clearance or exhibition requests and determinations; legal review certification	at DOD Motion Media Records Center, MAJCOMs, major subordinate commands, and AAVS units	destroy after useful life of the production (See Note 9). AUTH: N1- AFU-88-52
31	in-service project records	records pertaining to assignment of AF units for photography, varying	at HQ USAF/MAJCOMs/maj	destroy 20 years after production completion

TABLE 33-17

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		from a few shots to several reels; requests for photography, messages/letters of assignment and project status reports (see rule 30 for preparation of complete subjects), pertinent message traffic, travel orders, captions, shipping documents, disposition information, and end product disposition	or subordinate commands	(See Note 9). AUTH: N1-AFU-88-52
32			at HQ AAVS staff offices and below major subordinate commands	destroy 2 years after completion of project. AUTH: N1-AFU-88-52
33	instrumentation film videotape			see table 61-3. AUTH: N1-AFU-88-52
34	film/video salvage or destruction	records relating to the destruction or salvage of film, film strips, and videocassettes; i.e., notices or certificates of destruction	below major subordinate commands	destroy after 2 years. AUTH: N1-AFU-88-52
35			at DOD Motion Media Records Center	destroy after 5 years. AUTH: N1-AFU-88-52
36	film/video service request records	service project records, including initial requests for motion picture film and sound tapes, and related video records		destroy 2 years after closeout of film service project. AUTH: N1-AFU-88-52
37	acquisition records	accession forms, receiving records, and similar items indicating film subjects received and entered into the DOD Motion Media Records Center		destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-88-52
38	loan records	control records on film loaned to laboratories for reproduction and on film borrowed from NARA		
39	visual information control records	records used to control video and motion picture film within the DOD Motion Media Records Center such as film cutter records, footage reports, inventory change records, shelf lists, withdrawal records, shipping control records, and similar records		
40		locator cards, master cards, retention cards, classification/downgrading records		hold throughout the life of the DOD Motion Media Records Center. They have the same ultimate disposition as the records to which they pertain. AUTH: N1-AFU-88-52
41	records disposition	directives and schedules governing		destroy on

TABLE 33-17**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	schedule	motion picture film disposition		discontinuance of function or when no longer needed, whichever is sooner. AUTH: NI-AFU-88-52
42	card catalogs and locator aids	project number cards and title cards (See Note 10)		hold until the film is destroyed or transferred to another agency. (See Note 8). AUTH: NI- AFU-88-52
43		film number, subject, and categorical index cards and master archival records of films retained in the DOD Motion Media Records Center		
44	visual information production reports	AAVS Form 64, records of visual information (VI) production unit workload data relating to productions completed, manhours, services, manning, and cost	at preparing activities	destroy after 2 years. AUTH: NI-AFU-88-52
45			at HQ AAVS	destroy after 10 years. AUTH: NI-AFU-88-52

NOTE(S):

1. Report any still photographic collection not covered in this table to SAF/AAIQ for appropriate disposition instructions.
2. The 1361st Audiovisual Squadron collects and forwards to the DOD Still Records Media Center for accessioning. The DOD Still Media Records Center retains until no longer needed, then recommends SAF/AAIQ to transfer to the National Archives. Transfers should be chronological segments or within logical file arrangement. SAF/AAIQ provides disposition instructions on unaccepted transfers.
3. Retain negatives and prints beyond prescribed retention period only when recommended for retention by the MAJCOM/FOA/DRU VI Manager.
4. Exceptions: As specified in AFPAM 36-3628.
5. Do not retain photographs made as part of examinations or exercises before the completion of training courses in the student's permanent record.
6. Within the Air Mobility Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.
7. Report any motion picture/video collection not covered in the table to SAF/AAIQ for appropriate disposition instructions.
8. The DOD Motion Media Records Center retains until no longer needed, then recommends SAF/AAIQ to transfer to National Archives. Transfers should be in chronological segments or within logical file arrangements. SAF/AAIQ provides disposition instructions on unaccepted transfers.
9. Project files related to films/video productions offered to and accepted by the National Archives will be transferred to the National Archives with related product.
10. Retain duplicate copies until no longer needed.

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a," "b," and "c" do not apply to rule 2 and with the exception that rules "a" and "b" do not apply to rules 1, 16, 17, 20, 30, 31, 40, 42, and 43.

	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 33-18
SOUND RECORDINGS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	sound recordings	those transcribed to paper records		erase or destroy immediately. AUTH: N1-AFU-90-3
2		those not transcribed to paper records		request disposition record material instructions, through channels, from SAF/AAIQ (See Note). AUTH: N1-AFU-90-3
3		transitory material		destroy when no longer needed. AUTH: N1-AFU-90-3
4	visual information production reports	AAVS Form 64, records of visual information production unit workload data relating to productions completed, manhours, services, manning, and cost	at preparing activities	see table 33-17, rule 44. AUTH: N1-AFU-90-3
5			at HQ AAVS	see table 33-17, rule 45. AUTH: N1-AFU-90-3

NOTE: The letter requesting disposition instructions will include a full description of the subject matter or event recorded, and the purpose for which the recording was made.

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

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

TABLE 33-19

VISUAL INFORMATION (VI) LIBRARY SERVICES

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	library counter requests	Counter Request for Audiovisual (AV) Products/Equipment (AF Form 2017)	carbon copies at VI library	destroy 1 year after date of issue. AUTH: N1- AFU-89-12
2			originals at VI library or issuing activity	destroy or give to requester on return of product/equipment. AUTH: N1-AFU-89-12
3	library material requests	Request for VI Products (AF Form 2018)	carbon copies at VI library	destroy after receipt of product or notification of denial. AUTH: N1- AFU-89-12
4		AF Form 2018 (for unclassified productions)	originals at AF Central VI library sent by requesting activities and input into AUTOBOOK	destroy 3 months after receipt. AUTH: N1- AFU-89-12
5		AF Form 2018 (for classified productions)		destroy 1 year after receipt. AUTH: N1- AFU-89-12

TABLE 33-19

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6	library product invoices	copy of AF Form 2018, when used as an invoice	carbon copies at regional VI library	destroy when return date is transcribed to other records. AUTH: N1-AFU-89-12
7		VI Loan Invoice (AF Form 2012)	at AF Central VI Library	destroy when product is returned or copy record is deleted. AUTH: N1- AFU-89-12
8	Central VI library issued customer notices	Customer Notice (AF Form 2014), confirmation or denial of booking status of product, and/or special messages	at requesting activity	destroy 6 months after receipt of production or notification of denial. AUTH: N1-AFU-89-12
9	library product control cards	AV Product Control (AF Form 474) and AV Product Control Slide Tape Kit (AF Form 474A)	at VI library	destroy 1 year after return of VI product to AF Central library or regional VI library AUTH: N1-AFU-89-12
10	library equipment control	VI Equipment and Use Record (AF Form 643)		destroy 1 year after equipment is turned-in, salvaged, or removed from inventory. AUTH: N1-AFU-89-12
11	library case files	reports, correspondence, and related material reflecting authorization for establishment of BVILs	maintained at HQ, AAVS	destroy upon inactivation of base. AUTH: N1-AFU-89-12
12	library inventory reports	forms and/or computer listings	at VI library	destroy 2 years after report closing date. AUTH: N1-AFU-89-12
13	signature cards	Signature Card (DD Form 577) for individuals requesting or receipting for classified VI products		destroy upon reassignment, transfer, or separation of customer. AUTH: N1- AFU-89-12
14	library program publications	copies of articles submitted for publication in base newspapers, bulletins, newsletter radio/TV broadcasts, fliers or posters, or other publicity programs		destroy 1 year after release. AUTH: N1- AFU-89-12
15	delinquent return of VI products	Notice of Delinquent Loan (AF Form 2015) and Delinquent Return of Copies of AV Productions (AF Form 2021)		destroy when product is returned or accountability is dropped. AUTH: N1- AFU-89-12
16	library account number control records	AUTOBOOK database entries	at AF Central VI Library	destroy (delete) upon cancellation of account. AUTH: N1-AFU-89-12
17	copy file records	computer listings of copy bin	at the AF Central VI	destroy after 2 months.

TABLE 33-19

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		assignments	Library	AUTH: N1-AFU-89-12
18	product inspections and acceptance	reports on material inspection, receiving and acceptance of prints, and related records		see rule 27. AUTH: N1-AFU-89-12
19	library accessions	accession forms, stamped receiving records, similar items indicating VI subjects received and entered, and identifying copy letters assigned		
20	distribution and control records	annual 30 September report	at VI library	destroy after 3 years. AUTH: N1-AFU-89-12
21		end of month/quarter AUTOBOOK product totals		destroy after 1 year. AUTH: N1-AFU-89-12
22		unclassified daily AUTOBOOK transaction records		destroy after 3 months. AUTH: N1-AFU-89-12
23		classified daily AUTOBOOK transaction records		destroy after 2 years. AUTH: N1-AFU-89-12
24	AUTOBOOK VI productions	alpha and numeric listings of VI productions in the AUTOBOOK system	at AF Central VI Library	destroy when superseded. AUTH: N1-AFU-89-12
25	currency review reports	annual listings of VI productions sent to OPRs to determine if productions are current, historical, or obsolete	issued by AF Central VI Library to OPR	
26			returned to AF Central VI Library when review is complete	destroy after 2 years. AUTH: N1-AFU-89-12
27	individual product case/life files	records pertaining to copy requirements, distribution, film identification, technical accuracy, photographic quality, film evaluation, replacement, security classification, exhibition clearances on product subjects approved, adopted, or procured for distribution; copies of contracts and material inspection and receiving reports; production requests, script	at AF Central VI Library	destroy 2 years after product is declared obsolete or removed from VI library system. AUTH: N1-AFU-89-12
28	inventory reports	annual inventory report of production copies on loan from field units/requesters		destroy after input into AUTOBOOK database system. AUTH: N1- AFU-89-12
29	warehouse pull list	computer listings of production copies to be pulled from warehouse vault	unclassified copy listings at AF Central VI Library	destroy 2 months after warehouse pull is completed. AUTH: N1-AFU-89-12
30			classified copy listings at AF Central VI Library	destroy 2 years after warehouse pull is completed. AUTH: N1-AFU-89-12

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TABLE 33-19

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
31	inventory record of classified copies	status records of each copy of classified productions	at AF Central VI Library	destroy 2 years after obsolescence of production. AUTH: N1-AFU-89-12
32	unclassified receiving report	records of new production copies received in the AF Central VI Library		destroy 3 months after receipt. AUTH: N1- AFU-89-12

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 33-20**GRAPHICS**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	original and master graphics products, references, and clip art	subject matter not desired for record		destroy when no longer needed. AUTH: N1- AFU-90-3
2	duplicate products	records used to fill recurring requirements		
3	drafts, samples for graphics products			
4	graphic work orders	Visual Information Support Request (AF Form 833) and related records		destroy 1 year after monthly VI Support Center Workload Report is prepared. (See Note) AUTH: N1- AFU-91-4

NOTE: See Table 33-17 for Visual Information Support Center Workload Report.

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 33-21

VISUAL INFORMATION PROPERTY AND EQUIPMENT

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	visual information supply and equipment	Film/Tape (Audio and Video) Control Log (AAVS Form 5); lens inventory listings; and related records	prescribed by AFMAN 23-110, AAVS Supplement 1	see table 23-3, rule 1. AUTH: N1-AFU-88-46
2	television equipment programming	Annual Programming Document for Television Equipment (APDTE)	at HQ USAF and MAJCOMs	destroy when no longer needed. AUTH: N1- AFU-88-46
3			at HQ AAVS and originating activities	destroy 1 year after last FY listed in the plan. AUTH: N1-AFU-88-46
4		background information and correspondence pertaining to the APDTE and other miscellaneous VI equipment requests, including equipment lists and duplicate or informational financial documents		destroy when no longer needed or when superseded, whichever is sooner. AUTH: N1- AFU-88-46
5	audiovisual and VI equipment historical records	historical documents; e.g. Significant Historical Data (AFTO Form 95)	prescribed by T.O.-00- 20-8 and AAVS Regulation 66-5	see table 21-6, rule 6. AUTH: N1-AFU-88-46
6	audiovisual and VI equipment maintenance	Maintenance Data Collection Record (AFTO Form 349)	prescribed by AAVS Regulation 66-5	see table 21-11, rule 28. AUTH: N1-AFU-88-46
7		job control logs		see table 21-11, rule 25. AUTH: N1-AFU-88-46
8		maintenance plans		see table 21-11, rule 2. AUTH: N1-AFU-88-46
9	audiovisual equipment not mission capable	Audiovisual Equipment Mission Capable Maintenance Supply Report (RCS: AMC-AAVS-LGM(M) 7101)	prescribed by AAVS Regulation 66-4	see table 21-7, rule 12. AUTH: N1-AFU-88-46

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

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

TABLE 33-22

COMMUNICATIONS SECURITY (COMSEC) SYSTEMS AND ACCOUNTABILITY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	material accounting records	field and AF Cryptologic Support Center (AFCSC) vouchered COMSEC accounting report, related records and correspondence; AFCSC COMSEC vault and USAF COR records consisting of statistical data for stat books; holder, shipping, allocations and stock files; related records; and work orders	at AFC4A	destroy after 3 years. AUTH: N1-AFU-90-3
2			at holder accounts and COMSEC Account 616600	destroy as described in certificate of accounting clearance. AUTH: N1-AFU-90-3

TABLE 33-22

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2.01		daily or shift inventories	at holder accounts	destroy 6 months after monthly cutoff. AUTH: N1-AFU-90-3
2.02		local destruction reports		destroy 2 years after date of material destruction. AUTH: N1-AFU-90-3
3		record of custodians		destroy 1 year after assumption by a new custodian. AUTH: N1- AFU-90-3
3.01		transfer reports, work orders, and related records for items on loaned/borrowed status	at AFC4A	destroy 3 years after loaned/borrowed transaction is terminated. AUTH: N1-AFU-90-3
4		copies of records covered in rule 1	at MAJCOM	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
5	accounts inspection records	command inspection reports and related records		destroy on receipt of a succeeding report, or on inactivation of the facility, whichever is sooner. AUTH: N1- AFU-90-3
5.01		semiannual self-inspections		destroy after MAJCOM annual inspection is performed. AUTH: N1-AFU-90-3
6	Visitor Register	AF Form 1109	at holder accounts	destroy after 90 days. AUTH: N1-AFU-90-3
7	incident (compromise) files	reports of compromises, involving personnel, cryptologics and physical insecurities of COMSEC material as required by AFI 33-212	at AFC4A	destroy 3 years after year in which incident file is closed. AUTH: N1-AFU-90-3
8			at MAJCOM	destroy after incident file is closed, provided physical and cryptographic log is maintained (see rule 11). When log is not maintained, destroy closed incident file after 2 years. AUTH: N1-AFU-90-3
9			at cited units	destroy 1 year after year

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TABLE 33-22

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				in which incident is closed AUTH: N1- AFU-90-3
10	physical and cryptographic violation log	log used to record reported COMSEC insecurities	at AFC4A	destroy 3 years after year in which log is closed out. AUTH: N1- AFU-90-3
11		log or consolidated listing of COMSEC insecurities	at all other activities	destroy after 2 years. AUTH: N1-AFU-90-3
12	COMSEC codes and authentication	background material from initial case request to final disposition of the COMSEC system	at AFC4A	hold until the system is deleted from the inventory, then retire to AIA Central Repository and destroy 25 years thereafter. AUTH: N1- AFU-90-3
13	protected distribution system (PDS)	letters, message requests, approvals, and drawings pertaining to PDS systems for passing unencrypted classified information		destroy 90 days after deactivation of PDS. AUTH: N1-AFU-90-3
14	Automatic Secure Voice Communications (AUTOSEVOCOM) terminals	correspondence, electrical messages, approvals, and related historical data on certification of AUTOSEVOCOM terminals		destroy on deactivation of circuit or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
15	COMSEC historical records (aids and equipment)	master file of background data on COMSEC material in AF inventory	at AFCSC	destroy 3 years after final destruction of COMSEC item. AUTH: N1-AFU-90-3
16	COMSEC/TEMPES T master register	assigned Air Force COMSEC/TEMPEST short titles		retire to AIA Central Repository on inactivation of unit and destroy when no longer needed. AUTH: N1- AFU-90-3
17		background communication		destroy after 5 years or when superseded, obsolete, no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
18	release of COMSEC equipment/ material to DOD contractors/COMSE C accounts	release approvals for access to COMSEC equipment material by DOD contractors		destroy 2 years after COMSEC account is deactivated. AUTH: N1-AFU-90-3
19			at all other AF agencies	destroy upon termination of contract

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TABLE 33-22

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				or when no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
20	certification records	certification of mandatory modifications to equipment	at communications units and provided to the COMSEC account for filing	destroy upon receipt of a succeeding certification letter or inactivation of the account AUTH: N1- AFU-90-3
21		(RESERVED)		(RESERVED)
22				
23		approval of administrative telephone within a secure area, coordination of CARAs, and higher headquarters coordination of material to be retained in the event precautionary destruction is implemented	at communications units and retained by the COMSEC account	destroy on inactivation or when superseded. AUTH: N1-AFU-90-3
24	COMSEC cryptographic register			destroy after 1 year. AUTH: N1-AFU-90-3
25	cryptographic access certificates (AFCOMSEC Form 9)	originals	at AFC4A	destroy after 50 years. AUTH: GRS18,ITEM25
26		unit copies	at unit level	destroy when access is withdrawn. AUTH: GRS18,ITEM25

NOTE: HQ AIA is the office of record for records of longtime retention. Records appraised as permanent will be transferred to The National Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research.

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

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

TABLE 33-23

TEMPEST POLICY PLANNING AND ENGINEERING TECHNICAL AND ANALYSIS RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	AF TEMPEST program records	data reflecting the policy, planning, and test results of AFIWCAF TEMPEST program efforts	at AFC4A Repository	retire to AIA Central Repository when obsolete. Destroy 10 years after retirement. AUTH: N1-AFU-90-3
2			at all other activities	destroy when no longer needed. AUTH: N1- AFU-90-3

TABLE 33-23

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	engineering technical and analysis records	data reflecting TEMPEST engineering guidance on equipment/system when a formal test is not required	at AFC4A	destroy when equipment is no longer in AF inventory or when no longer needed for TEMPEST purposes, whichever is sooner. AUTH: N1- AFU-90-3
4			at all other activities	destroy when no longer needed. AUTH: N1- AFU-90-3
5	testing project records	folders containing pretest site surveys, pretest coordination letters, test plans, and supplemental test data	at AFC4A and TEMPEST testing organizations	hold until 3 years after final test report has been published. Folders are destroyed on a monthly basis. AUTH: N1-AFU-90-3
6	test reports	reports containing data reflecting on the final results of a TEMPEST test, prepared by civil agencies under contract, Federal agencies, other military services, and AFTWC Technical Reference Library	at AFC4A TEMPEST Technical Reference Library	destroy hard copy when suitable microform copy has been prepared, hold as permanent microform copy in AFC4A TEMPEST Technical Reference Library (See Note). AUTH: NC1-AFU-75- 64
7			at all other AF activities	destroy when equipment is no longer installed or has been retested. AUTH: N1- AFU-90-3
8	analysts aids	program magnetic tapes, photographs, discs, visicorder displays, and other data and records reflecting analysis procedures	at AFC4A and TEMPEST testing organizations	destroy when no longer needed. AUTH: N1- AFU-90-3
9	evaluation of TEMPEST testing equipment, techniques	case files by project number or subject	at TEMPEST testing organizations	hold 3 years after final test report has been published, then destroy on a monthly basis. AUTH: N1-AFU-90-3
10	RED/BLACK inspections	correspondence and records pertaining to NACSIM 5203 inspections		destroy 1 year after all discrepancies have been corrected. AUTH: N1- AFU-90-3
11	TEMPEST education	records, slides, movie films, pamphlets, and other related		destroy when obsolete. AUTH: N1-AFU-90-3

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TABLE 33-23

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
12	TEMPEST reports	reports prepared and submitted		destroy 1 year after submission of next report. AUTH: N1- AFU-90-3

NOTE: HQ AIA has been designated the office of record for records of longtime retention value. Records appraised as permanent will be transferred to National Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research.

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a" and "b" do not apply to rule 6.

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

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TABLE 33-24

COMMUNICATIONS SECURITY (COMSEC) POLICY, PLANS, REPORTS, AND COLLATERAL DATA

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	COMSEC surveillance	product reports and related data	at AIA COMSEC OPR	retire to the AIA Central Repository as permanent (note). AUTH: N1-AFU-90-12
2			at AIA COMSEC units and other Air Force activities	destroy after 2 years. AUTH: N1-AFU-90-12
3	status reports	data on status of completed missions during previous month, and projected missions for next three months	at HQ AIA and COMSEC units	
4	security awareness training and education program (SATE)	records showing accomplishment of SATE objectives including records of briefings presented, movies shown, educational products used, personnel trained and training reports	at AFC4A and OPR	destroy after 1 year or when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1- AFU-90-3
5	report background file	drafts, selected page prints, mission logs, traffic summaries, and related data that reflect the analytic background of published reports	at AIA COMSEC units	destroy 90 days after publication of hard copy reports. AUTH: N1-AFU-90-12
6	collateral data	reference publications, digests, diagrams, summaries, and related data		destroy when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-90-12
7	transcripts and recordings	recorded telephone conversations and transcripts thereof	at AIA COMSEC units	destroy 90 days after publication of associated COMSEC surveillance reports. AUTH: N1-AFU-90-12

TABLE 33-24**Continued.**

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
8	COMSEC surveillance services	records of requested services, proposed projects, and consent-to-monitor records		destroy 2 years after fiscal year in which created. AUTH: N1- AFU-90-12
9	national COMSEC/TEMPES T policy, guidance, and planning	copies of background material to directives, plans, and memoranda issued by NSC, NTISSC, or JCS, and copies of related correspondence and records	at AFC4A OPR	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-12

NOTE: HQ AIA is the office of record for records of long term retention value. Transfer records appraised as permanent to the National Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research.

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a" and "b" do not apply to rule 1.

	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 33-25

AUTOMATED INFORMATION SYSTEMS (AIS) SECURITY RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Worldwide Military Command and Control System (WWMCCS)	records defining the WWMCCS and its objectives, providing each WWMCCS site the basic policy, guidelines, techniques and procedures which can be used to implement secure, dependable WWMCCS AIS; and prescribe minimum requirements, standards, criteria, and specifications for interfacing each WWMCCS AIS site into a secure responsive teleprocessing network.	at HQ USAF/MAJCOMs/FO As and designated WWMCCS AIS sites	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
2	threat documentation	records used to appraise the Designated Approving Authority (DAA) of relative risk(s) versus anticipated threat to AIS, facility, or site; records include threat information letters, advisories, etc.	at AIS facilities	destroy when superseded or no longer needed. AUTH: N1- AFU-90-3
3	AIS access records	records used to request access, user identification, or passwords; access approvals/disapprovals; access need verifications; access lists or related authority documents; assigned user identification and password documents	at AIS activity	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3

TABLE 33-25

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4	AIS entry control	registers of personnel requiring/allowed access to AIS restricted or controlled areas	at AIS facilities	destroy when superseded or no longer needed. AUTH: N1- AFU-90-3
5	risk management records	the risk analysis package; AIS and software certifications, accreditation requests; and approval by the Designated Approving Authority (DAA) to operate an AIS or facility	at MAJCOM, DAA, or AIS activity	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
5.01	risk analysis	documentation relating to the sensitivity and criticality assessment, threat assessment, risk assessment, test and evaluation, and economic assessment of an AIS or facility	at AIS activity	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
5.02	certification	documentation relating to the certification of software, an AIS, or facility including requests for accreditation	at AIS activity	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
5.03	accreditation	approval to operate an AIS or facility documentation	approved	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
5.04			disapproved	destroy 1 year after disapproval. AUTH: N1-AFU-90-3
6	test reports	reports containing data reflecting on the intermediate or final results of AIS system security features of software/hardware and other tests leading to the certification of an AIS or facility	at HQ USAF/MAJCOMs/FO As which are prepared by or for AF at preparing activities	hold in office area 5 years and then destroy when no longer needed. AUTH: N1-AFU-90-3
7			At HQ USAF/MAJCOMs/FO As, which are received from other military services or federal agencies	destroy when no longer needed. AUTH: N1- AFU-90-3
8	audit documents	automatic or manual records (audit trails) that identify AIS access attempts (pass or fail), security- relevant actions or events, and security violations: changes in security profiles or security level, or privileges of programs, users or systems	at AIS activity	destroy after 6 months. AUTH: N1-AFU-90-3
9	vulnerability/incident reports	upchanneled reports identifying AIS security vulnerabilities and incidents	at MAJCOMs/FOAs and AIS activities reporting vulnerability	destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 33-25

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are or incident	then
10		other reports that identify AIS security vulnerabilities and incidents and/or permit the alerting of AF AIS activities of high probability security threat manifestation	at MAJCOMs/FOAs and AIS activities or facilities	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
11	AIS system security documents	records which describe AIS, classification thereof, current status, to include threat and risk, other physical or environmental factors, corrective actions to problems and requests for waivers or exceptions to established security installation criteria	at MAJCOMs/FOAs and AIS activities and facilities	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
12	AIS security records	records defining AIS security programs for a specific AIS facility and its objectives, providing each with the basic policy, guidelines, techniques and procedures which can be used to implement secure, dependable AIS; trusted system documentation including the trusted facility manual (TFM), security features users guide (SFUG), etc.; and prescribes minimum requirements, standards, criteria and specifications for interfacing each AIS facility into a secure, responsive teleprocessing network; also any type of reports which relate to AIS audit compliance with security procedures		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
13	AIS operational publications	microform which describes the AIS and the classification; microform copy of the operation manual (OM) and user manual (UM) and program maintenance manual (MM) of each AIS which are not part of record sets of publications	at MAJCOMs/FOAs and AIS facilities	destroy when AIS is discontinued, superseded, or totally redesignated. AUTH: N1-AFU-90-3
14	contingency planning	documents related to the development, implementation, and testing of contingency planning for an AIS, facility, or site	at AIS facility and site	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
15	security policy compliance reporting	documents, records, charts, and matrix used to measure compliance with C4 systems security policy in accreditation, intrusion incidents, and malicious logic (virus, worms, trojan horses) incidents	at MAJCOMs/FOAs and AIS activities	hold 2 years in office and then 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 with the exception that rules "a," "b," and "c" do not apply to rules 5, 5.01, 5.02, 8, 10, and 15.

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

TABLE 33-26

NONERASABLE MEDIA

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	ADP program card files	punched cards containing common language source program data (source deck)		destroy when the source deck placed on tape or disk and a grandfather backup is achieved. AUTH: N1-AFU-90-3
2		machine-punched cards containing coded machine language instructions arranged in proper sequence (object deck)		destroy after successful completion of a program revision or after related program is removed from system (see Note 5 in Table 33-14). AUTH: N1- AFU-90-3
3		prepunched utility or processor program card decks used to update installations systems software		destroy after receipt and successful use of new cards from the manufacturer or programmer, or 1 year after discontinuance of program or system. AUTH: N1-AFU-90-3
4		job stream (job stack, job control) card decks used to activate program- processing modules performing a data processing job		destroy individual cards or sets of cards when replaced by new cards and when necessary changes are made to appropriate date processing manuals (See Note 1). AUTH: N1-AFU-90-3
5	ADP program control cards	punched cards containing data for program control generated by the producer or user	pertinent to a specific run or cycle	destroy individual cards after replacement by new cards; destroy control deck 1 year after program is removed from system or after system is discontinued (See Note 1). AUTH: N1-AFU- 90-3
6			for repetitive use and updated either by ADP or user	

TABLE 33-26

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	ADP source data cards (or paper tape as applicable)	punched or paper tape containing data abstracted from source documents and used for conversion to magnetic tape or for processing on electric accounting machine (EAM) equipment created after January 1, 1970	held by ADP operational elements as backup to magnetic tape or disk	destroy when related magnetic file is proven to be satisfactory and has grandfather backup. AUTH: N1- AFU-90-3
8			EAM output listings and reports	destroy after 6 months if used in processing without being converted to magnetic media. AUTH: N1- AFU-90-3
9			on magnetic media	destroy after verification of data on related magnetic media. AUTH: N1- AFU-90-3
10		punched cards that contain original entry data with film or written inserts (See Note 2)		destroy in accordance with instructions applicable to the hard copy or other files documenting the same process, transaction, or case. AUTH: N1-AFU- 90-3

NOTE(S):

1. Rules 5 and 6 refer to parameter cards associated with the execution of various options of operational programs. These include data cards, periodic (monthly or quarterly) options executed only occasionally, and queries to information retrieval systems. They do not include card decks for generalized interpreter systems used with computer simulation software packages such as SIMSCRIPT, GPSS, DYNAMO, and similar systems. These decks have the status of program source decks. Similarly, all except report generation decks in file management systems are considered to be source program decks and are retained or destroyed in accordance with the criteria of rules 5, 6, and 7 of table 33-14.

2. Punched cards are sometimes used as documents, such as checks, savings bonds, and requisition forms. In such cases, the functional retention period developed in other table will apply.

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

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

TABLE 33-27

TELECOMMUNICATIONS SERVICE LEASING RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Long-hand communications circuits, equipment and services	historical records including commercial communications work order; telecommunications service request (TSR); telecommunications service order (TSO); modified use of leased communications facilities; summary of authorized equipment and services; individual telephone service record; communications service authorization (CSA); letters of military necessity; traffic and feasibility studies and surveys; electronic data processed communications service authorizations (EDP-CSA); equipment order; request for communications service; and other pertinent records or correspondence	at the telecommunications certification office (TCO) and base communications office and MAJCOM communications management office	destroy 1 years after service is discontinued, provided any corrective action required by audit has been accomplished. (Exception: destroy CSAs after verification of recapitulation action). AUTH: N1-AFU-90-3
2			at other than activities covered in rule 1	destroy 1 year after individual service is discontinued. AUTH: N1-AFU-90-3
3			disapproved requests at any level	destroy after 6 months. AUTH: N1-AFU-90-3
4	locally leased circuits, equipment and services	historical records including CSAs; TSRs; TSOs; modified use of leased communication facilities; equipment order; local communications service request; summary of authorized equipment and services; local communications service order; individual telephone service record; letters of military necessity; traffic and feasibility studies and surveys; request for communications services; and other pertinent documents or correspondence	at Air Force procurement offices	See Table 64-1 AUTH: N1-AFU-90-3
5			office copies at all other locations except Federal Republic of Germany	destroy 6 months after service is discontinued. (Exception: destroy CSAs after verification of recapitulation action.) AUTH: N1-AFU-90-3

TABLE 33-27

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6			at units located in Federal Republic of Germany	destroy 1 year after service is discontinued provided any corrective action required by audit has been accomplished. AUTH: N1-AFU-90-3
7	review and revalidation of long- hand communications circuits, equipment and services	justification records, reports and other related records		destroy 1 year after being superseded by a letter review or revalidation. AUTH: N1-AFU-90-3
8	administrative support	transitory records such as recurring issues of commercial companies pricing sheets tariffs; recurring reports from Defense Information Systems Agency (DISA), DECCO, etc., and other perishable data or information		destroy when superseded or upon receipt of current issues. AUTH: N1- AFU-90-3

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

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