

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-AFU-02-18 <i>P</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6/14/02</i>	
1. FROM (Agency or establishment) Department of the Air Force		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Communications and Information			
3. MINOR SUBDIVISION Enterprise Information Resource Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Olthea S. Croom	5. TELEPHONE NUMBER (703) 588-6194	DATE <i>8-5-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <i>67</i> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>7 Jun 02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S. Croom</i>		TITLE Air Force Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The SF115 relates to the three rules on the first attached sheet, involving temporary electronic records. Specifically, these three rules are to be added to the following attached tables in AFMAN 37-139:</p> <p>Tables 60-1 through 60-4, Tables 61-1 through 61-7, Tables 71-1 through 71-7, and Tables 91-1 through 91-7.</p> <p>The three rules on the first attached sheet will apply to all series in these tables, except as noted in the text adjoining the three rules.</p> <p>The attached tables themselves have been <u>crossed out</u> because this SF115 covers, for each table, only the three rules involving temporary electronic records.</p> <p><i>cc Agency NR NAWM</i></p>		

**Job N1-AFU-02-18 P:**

The three rules below (involving temporary electronic records) should be added to Tables 60-1 through 60-4, Tables 61-1 through 61-7, Tables 71-1 through 71-7, and Tables 91-1 through 91-7, in AFMAN 37-139.

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

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

1. Rules "a", "b", and "c" will not apply to series relating to the following rules, which cover unscheduled records or which are cross-referenced to other tables and rules covering unscheduled records:

Table	Rule(s)	Table	Rule(s)
61-1	2, 6, 24	91-5	1
61-2	1, 9, 10	91-7	4, 6
61-3	3, 8, 16, 17, 18		

2. Rules "a" and "b" will not apply to series relating to the following rules, which cover permanent records, or which are cross-referenced to other tables and rules covering permanent records, or which cover temporary records that might be permanent if converted to electronic format:

Table	Rule(s)	Table	Rule(s)
60-1	4, 5	71-5	7, 20
60-3	1, 9	71-6	1, 11
61-1	1, 4, 11, 13	71-7	2, 4, 26, 30
61-3	10, 14	91-1	3, 7, 9
61-4	1, 5	91-3	1, 2, 3, 4, 6, 7
61-5	1.01, 1.04, 2.01, 6.01	91-5	6, 7, 9
71-1	1, 4, 12	91-7	1
71-2	1, 6		
71-3	1, 5, 7, 8, 23, 24, 24.01, 27, 28, 29		
71-4	2		

60. **Standardization.** These tables cover records related to the policies and procedures on the use of Air Force, DOD, and government (Federal, State, and local) resources.

**TABLE 60-1**  
**STANDARDIZATION**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	Standardization Status - AF Only	AFMC standardization forms used in assigning status to AF equipment	applicable only to the AF	destroy 3 years after related equipment has become obsolete, is removed from inventory, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
2	Standardization Status - Other		of concern to DOD or other military departments	destroy 3 years after related materials and equipment have become obsolete to all military departments, or when records have been superseded, cancelled, or rescinded, whichever is later. AUTH: N1-AFU-90-3
3	Interchangeability	cards and similar or related records used in determining item and equipment interchangeability and substitution		destroy 5 years after related equipment has become obsolete, is removed from inventory, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

**TABLE 60-1**  
Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>4</b>	International Standardization - Agreements	agreements (permanent and test project) agreed upon by all parties	record copy at HQ USAF International Standardization Office	retire as permanent upon dissolution of the agreement (transfer to National Archives in 5-year blocks when latest record has been inactive for 25 years; inactivity begins upon dissolution of agreement or working party, whichever pertains) AUTH: N1-AFU-91-9
<b>5</b>	International Standardization - Working Parties (Record Copies)	correspondence, reports/minutes, agendas, attendees, charters, terms of reference, policy guidance and related records pertaining to standardization activities of the: North Atlantic Council Defense Planning Committee (NACDPC); North Atlantic Military Committee (NAMC); NATO Military Agency for Standardization (MAS); Combined Communications-Electronics Board (CCEB); American-British-Canadian- Australian (ABCA) Armies; Air Standardization Coordinating Committee (ASCC); special working groups, groups of experts, and subgroups; similar organizations and their subelements	record copy of management and individual meeting case files at HQ USAF International Standardization Office	retire as permanent upon dissolution of the working party (transfer to National Archives in 5-year blocks when latest record has been inactive for 25 years; inactivity begins upon dissolution of agreement or working party, whichever pertains) AUTH: N1-AFU-91-9

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 4 and 5:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 60-2**  
**TECHNICAL AND PROCUREMENT DATA (SEE NOTE)**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<del>1</del>	<del>specifications</del>	<del>specifications and related record transmittal coordination, and comparable or related records</del>	<del></del>	<del>destroy after 2 years, or after receipt of the published specifications, whichever is sooner. AUTH: NI-AFU-90-3</del>
2	engineering and technical specifications and data	specifications and related records-such as drawings, parts catalogs, and other procurement and technical data	used in procurement documentation	destroy after 2 years. AUTH: NI-AFU-90-3
3			used in procurement action	destroy after completion of the procurement action. AUTH: NI-AFU-90-3
4	(RESERVED)			(RESERVED)
5	identification markings, container marking, and AGE control		retained with copy of PRs/MIPRs/LPRs	see table 64-2. AUTH: NI-AFU-90-3

**NOTE:** See table 60-4 for management of contractor data.

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

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 60-3**  
**DESIGNATING AND NAMING DEFENSE EQUIPMENT**

	A	B	C	D	
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>	
1	requests for nomenclature/type designations	correspondence concerning requests and approvals of type designations for aircraft, missiles, rockets and engines		retire as permanent (See Note 4). AUTH: NC1-AFU-81-4	
2		request of nomenclature forms and related correspondence	requests and approvals of type designations for MIL-STD- 155 Joint Photographic and MIL-STD-875 Aeronautical Support equipment items	destroy 2 years after data is summarized on nomenclature card files. AUTH: N1-AFU-90-3	
3			requests and approvals of type designations for MIL-STD- 196 Joint Electronics	destroy after data is summarized on nomenclature card files. AUTH: N1-AFU-90-3	
4		nomenclature cards prepared form request of nomenclature data, including microfilm copies	at ASD/ENESS, Wright-Patterson AFB OH	destroy when no longer needed (See Note 3). AUTH: N1-AFU-90-3	
5			information copies	destroy upon receipt of microfilm copies. AUTH: N1-AFU-90-3	
6		source request log	source request numbers as required on request of nomenclature forms	at ASD/ENESS, Wright-Patterson AFB OH	destroy after 1 year. AUTH: N1-AFU-90-3
7		DOD list of model designations of military aircraft, rockets and guided missiles	published designation listings approved by HQ USAF		destroy when superseded. AUTH: N1-AFU-90-3
8		log of all type designation assignments except electronics (See Note 1)	loose-leaf tables containing serial numbers assigned to nomenclature assignment records	at ASD/ENESS, Wright-Patterson AFB OH	destroy when no longer needed. AUTH: N1-AFU-90-3
9		master list of popular names assigned to aircraft, missiles and rockets (See Note 2)	all names that have been assigned to aerospace vehicles		retire as permanent (See Note 5). AUTH: NC1-AFU-80-8
10				information copies	destroy when no longer needed. AUTH: N1-AFU-90-3

**NOTE(S):**

- Electronic equipment designations under MIL-STD-196, Joint Electronics Type System, is managed by US Army Communications Electronics Materiel Readiness Command (DRSEL-LE-TN), Fort Monmouth, NJ.
- The master list of popular names assigned to aircraft, missiles and rockets is maintained by ASD/ENESS, Wright-Patterson AFB OH (see AFR 82-4).
- Return microfilm cartridges to ASD/ENESS, Wright-Patterson AFB OH, for reuse.
- Transfer to National Archives in 5-year blocks when records pertain to equipment that has been out of AF inventory for at least 20 years.
- Transfer to National Archives in 5-year blocks when latest record is 25 years old.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a" and "b" do not apply to rules 1 and 9:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 60-4				
MANAGEMENT OF CONTRACTOR DATA				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	data item description (DID)	a case file on each standard or one-time DID containing DID, form justification for approval of and related correspondence used to control and standardize data item requirements levied on contractors	at MAJCOM Data Management Offices, intermediate data management offices and Program Data Management Offices (PDMOs)	destroy when no longer needed. AUTH: N1-AFU-90-3
1.01	(RESERVED)			(RESERVED)
2	requirement for data to be acquired from industry and DoD agencies under terms of a contract	data calls, proposed data lists, local and higher headquarters data reviews, quality assurance inspections, and surveillance actions	at PDMOs	destroy on completion of the program. AUTH: N1-AFU-90-3
3	(RESERVED)			(RESERVED)
4				
5	data management program, policy evaluation	studies, analysis, reviews of effectiveness of data management, and command policies and procedures developed as a result of these studies, analysis and reviews	at MAJCOM data management offices	destroy when no longer needed (See Note 2). AUTH: N1-AFU-90-3
6			at other than MAJCOM data management offices	

**NOTE(S):**

- RESERVED
- Records are not authorized for retirement to Federal Records Centers. Any records already stored there should be returned to the retiring activity for appropriate disposal.

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

**61. Scientific/Research and Development.** These tables cover records pertaining to the policies, procedures and standards for research, development, test and evaluation, including the production of scientific and technical studies to seek new basic knowledge from which techniques for improved aeronautical equipment, material, and utilization of human resources can be devised; studies to establish the technical adequacy and qualitative characteristics of materiel; operational test and evaluation (OT&E) of all types of equipment and systems including weapons systems, new and modified equipment, tactics, techniques and procedures that satisfy immediate operational requirements and/or provide a basis for development of increased capabilities.

**TABLE 61-1**  
**R&D PLANNING AND PROGRAMMING**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	HQ USAF requirements and objectives	Required Operational Capabilities (ROCs) and related feasibility studies, Required Action Directives (RADs) and related correspondence used as a basis for formulating R&D efforts (see AFR 80-2)	at HQ USAF OPR	retire as permanent (See Note). AUTH: NCI-AFU-80-8
<b>2</b>			action office copies maintained with program, project or system records	see tables 61-2 and 63-9. AUTH: N1-AFU-90-3
<b>3</b>				destroy on completion of program or project or when no longer needed (See Note). AUTH: N1-AFU-90-3
<b>4</b>	HQ AFMC requirements and objectives	AFMC planning activity reports, technical plans for aerospace instrumentation, and similar long-range plans used as a basis for formulating R&D efforts to increase scientific knowledge and upgrade the technological base for military applications (see AFR 80-2)	at preparing offices	retire as permanent after 5 years (See Note). AUTH: NCI-AFU-80-8
<b>5</b>			at other than preparing offices	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
<b>6</b>	implementation documents in system program or project case file	plans and proposals, i.e., R&D planning summaries, development concept papers, area coordinating papers, program change proposals, and proposal records; directives and decisions, i.e., development program authorizations, guidance, program change decisions, program/budget decisions, and related records		see tables 61-2 and 63-9. AUTH: N1-AFU-90-3
<b>7</b>			not in case file	destroy on completion of R&D effort or when no longer needed. AUTH: N1-AFU-90-3
<b>8</b>	independent R&D evaluations	technical evaluations and related records created as a result of an Armed Services Research Specialist Committee assignment (DOD evaluations are made by AF, Army or Navy, and coordinated among the services)	at HQ AFMC	destroy 2 years after completion of action. AUTH: N1-AFU-90-3

<b>TABLE 61-1</b>				
<b>Continued.</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>9</b>			Army or Navy evaluations accumulated at HQ AFMC	destroy 1 year after coordination or final consolidation. AUTH: N1-AFU-90-3
<b>10</b>			all evaluations other than in rules 8 and 9	destroy when no longer needed. AUTH: N1-AFU-90-3
<b>11</b>	summary, status, and projected program reports	indexes of USAF R&D projects, priorities, and program elements, financial status-R&D and procurement programs, and comparable reports	at HQ AFMC office of record	retire as permanent after 2 years (See Note). AUTH: NC1-AFU-80-8
<b>12</b>			at other than HQ AFMC office of record	destroy when superseded or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>13</b>	Technical Objectives and Technical Objectives Documents (TODs)	Technical Objectives which describe goals or technological needs, compiled into TODs by responsible AF laboratory and published by HQ AFMC	TODs with background Technical Objectives at HQ AFMC	retire as permanent 2 years after they are superseded or obsolete (See Note). AUTH: NC1-AFU-80-8
<b>14</b>			TODs and Technical Objectives retained by preparing office	destroy on publication of TOD by HQ AFMC. AUTH: N1-AFU-90-3
<b>15</b>			TODs and Technical Objectives accumulated by activities other than HQ AFMC or preparing office	destroy when superseded, obsolete or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>16</b>	unsolicited proposals	unsolicited articles, disclosures, and voluntary proposals, and their evaluations (see table 51-2, rule 3, for invention disclosures)		maintain accepted proposals and evaluations with project/task area or system records, and use same retention period. AUTH: N1-AFU-90-3
<b>17</b>				destroy rejected proposals and evaluations after 6 months. AUTH: N1-AFU-90-3
<b>18</b>		listings, forms, logs or other records		destroy when no longer needed. AUTH: N1-AFU-90-3
<b>19</b>	scientific and technical reference	collections of technical and scientific materials		destroy when superseded, obsolete or

TABLE 61-1				
Continued.				
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
	files			no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
20	government-industry data exchange program (GIDEP)	technical and scientific records, abstracts of such, and microfilm files furnished by GIDEP		destroy indexes when replaced by updated ones. Return microfilm cartridges to GIDEP Operations Center on request. Submit responses to UDR to Operations Center. Destroy SETE reports when no longer needed. Destroy failure rate data products when updated copies are received. AUTH: N1-AFU-90-3
21	Independent Research Fund records (laboratory Director's funds)	records pertaining to requests for independent research, copies of funding allocations and related documents involving use of laboratory director's funds/discretionary funds which are approved or pending approval by command/chief scientist		destroy 2 years after close of FY in which effort was completed or terminated. AUTH: N1-AFU-90-3
22				destroy disapproved and rejected requests after 2 years or when no longer needed. AUTH: N1-AFU-90-3
23		independent research records, correspondence, scientific breakthroughs, quarterly reports, technical reports, authorization records, drawings, specifications, technical evaluations, results and conclusions, etc.,	accumulated and maintained as a complete case file by the technical engineer/scientist assigned responsibility for the effort but not transferred to the regular R&D program	destroy 5 years after the close of FY in which the effort was completed or terminated. AUTH: N1-AFU-90-3
24				see table 61-2, rule 1 for independent research records transferred to the regular R&D program. AUTH: N1-AFU-90-3
25			records accumulated by HQ AFMC and other activities	destroy on completion or termination of effort. AUTH: N1-AFU-90-3

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

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a", "b", and "c" do not apply to rules 2, 6, and 24, and rules "a" and "b" do not apply to rules 1, 4, 11, and 13:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 61-2**  
**INDIVIDUAL R&D PROJECTS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	R&D case files	authorization records, requirements, plans, schedules; contractual and procurement records, drawings, specifications, photographs; technical progress summaries and reports; technical evaluations, results and conclusions; technical documentary reports, management reports on R&D efforts and engineering services; operating reports, i.e., progress management rush, and termination reports containing technical and related administrative, fiscal, personnel and logistical information, notices of cancellation and related correspondence, including R&D project record books	accumulated and maintained as a complete record by a project task area or work unit scientist, engineer, or officer having prime responsibility for an approved R&D effort from its initiation through development, design and testing to completion	disposition pending. AUTH: Unscheduled
2	R&D support case files		accumulated and maintained by supporting, participating, testing or other activity not having prime responsibility	destroy 3 months after termination or completion of the activity's participation in the R&D effort. AUTH: N1-AFU-90-3
3	(RESERVED)			(RESERVED)
4				
5	R&D documentation		accumulated by activities other than rules 1 and 2	destroy on completion or termination of the R&D effort or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
6	engineering services program (ESP)	records accumulated for engineering services performed by AFMC; for program guidance and control resources utilized; i.e., R&D management reports, engineering services project plans; program schedules; project fund summaries, and other pertinent records	significant ESPs accumulated by HQ AFMC OPR	destroy 2 years after completion or termination of the engineering service. AUTH: N1-AFU-90-3
7			accumulated by HQ AFMC OPR for services performed for AFMC activities	see table 21-12. AUTH: N1-AFU-90-3

**TABLE 61-2**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
8			accumulated by activities other than HQ AFMC OPR	destroy on completion or termination of effort, or when no longer needed. AUTH: N1-AFU-90-3
9	cooperation with other countries in R&D of defense equipment	multinational R&D and production programs documentation	at OPR	disposition pending. AUTH: Unscheduled
10		technical data exchange programs, including mutual weapons development data exchange program (MWDDEP) and defense development exchange program (DDEP)	at OPR	disposition pending. AUTH: Unscheduled

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a", "b", and "c" do not apply to rules 1, 9, and 10:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 61-3

## R&amp;D TEST AND EVALUATION RECORDS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	data collection records	raw test data, including magnetic tapes (digital, analog, video, and loop tapes), radarscope films, photographic instrumentation, motion picture film, punch cards, and similar records a result of T&E and R&D efforts		destroy on completion or termination of effort, or when no longer needed (See Note 5). AUTH: NI-AFU-90-3
2	data reduction records	tapes of computed data, including intermediate working tapes, oscillograms, Sanborn charts, vibrogram graphs, vibration power density plots (X-Y plots), computer listings (read-out sheets), Delta-V-Graphs, space-time data reduction reports, and similar records		destroy when information has been condensed, noted, included in a summary, analysis, or evaluation report; on completion of the R&D effort; or when no longer needed. AUTH: NI-AFU-90-3
3	R&D test analysis and evaluation reports	summary reports of test results, e.g., analysis of reduced data and information collected during the test spectrum, reporting of results determined by analysis, and recommendations made by evaluator and furnished to interested agencies and activities	in system or R&D case file	see tables 61-2 and 63-9. AUTH: NI-AFU-90-3

**TABLE 61-3**

Continued.

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then		
4			in ESP case files	see table 61-2. AUTH: N1-AFU-90-3		
5			all copies other than those in R&D or ESP case files	destroy on completion or termination of effort, or when no longer needed. AUTH: N1-AFU-90-3		
6			test supervision	records created by AF test facilities providing supervision over tests accomplished by operating contractors, and indirect support to tasks and contracts under assigned R&D projects	test facility records reflecting discrepancies noted and corrective action taken	destroy 1 year after completed action, or 1 year after inactivation, whichever is sooner. AUTH: N1-AFU-90-3
7					test facility records reflecting direction provided, or which determine course of a program	destroy after 5 years. AUTH: N1-AFU-90-3
8					filed in R&D project case file	see table 61-2. AUTH: N1-AFU-90-3
9		not in case file or at test facility	destroy on completion of related effort, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3			
10	hearing conservation data	forms and related records containing audiometric data and noise exposure information			see table 44-4 for originals. AUTH: N1-AFU-90-3	
11				destroy copies after data is extracted and placed on cards for data processing. AUTH: N1-AFU-90-3		
12				destroy cards after data has been placed on magnetic tape. AUTH: N1-AFU-90-3		
13				destroy tape when no longer needed, or after 25 years, whichever is sooner. AUTH: N1-AFU-90-3		
14	aeromedical research data		medical examinations performed on selected personnel by medical facilities throughout the AF, and forwarded to USAF School of Aerospace Medicine, Brooks AFB (See Notes 1 and 2)		destroy paper after determining that resulting microfilm meets archival standards. AUTH: N1-AFU-90-3	

TABLE 61-3

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>15</b>				destroy microfilm when no longer needed. AUTH: N1-AFU-90-3
<b>16</b>	natural aerospace environmental data acquired during R&D (See Note 3)	upper air and space data above normal termination level of conventional sounding instruments, including information from rawinsondes, radiosondes, rockets, probes, satellites, or other vehicles or techniques yielding high-level data		see table 61-2, and rules 1 and 2 above (See Note 4). AUTH: N1-AFU-90-3
<b>17</b>		micrometeorological data at any level of the atmosphere, including data for small intervals of space or time, distributed vertically or horizontally		
<b>18</b>		meteorological data at any level of the aerospace environment for locations and/or times for which these data are not normally observed and recorded on a routine basis		

**NOTE(S):**

1. The original of certain aeromedical consultations performed on aircrew members referred to USAFSAM are included.
2. Data from these records are coded and compiled by USAFSAM in support of the aerospace medical fitness program and ECG library. These records include AF Form 81, Aerospace Survey-Identification Data; SF 88, Report of Medical Examination; SF 93, Report of Medical History, Electrocardiograms (ECGs); Electroencephalograms (EEGs); Tonometry; Optic Fundi Photographs; Pulmonary Function Data; Phonocardiograms and X-rays.
3. On completion of evaluation of the validity of these data, a complete description is sent to the Environmental Technical Applications Center, Scott AFB IL 62225. After evaluation, that Center furnishes the acquiring activity a listing of records desired. Copies can be furnished the Center on microfilm, tape, printout, or any other method which the acquiring activity may deem most feasible.
4. Project and program managers and contracting officers will insure that proprietary rights of the government to data under contract are maintained.
5. All audiovisual media will be screened for possible historical significance and those items will be forwarded to the 1352 AVS, ATTN: DOD Motion Media Records Center.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a", "b", and "c" do not apply to rules 3, 8, 16, 17, and 18, and rules "a" and "b" do not apply to rules 10 and 14:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 61-4**

**CHARACTERISTICS GUIDES AND DESIGN HANDBOOKS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	characteristics guides	record sets of each characteristic guide published, including background material and other data provided for in AFI 37-160V1	at issuing activity;	retire as permanent. Transfer to the National Archives 20 years after disposal of the specific weapon systems. AUTH: NC1-AFU-81-11
<b>2</b>		guides and current outstanding addenda no longer required	at other than issuing activity	forward in their binders to 2750 ABW/IMBW, Wright-Patterson AFB OH 45433-5000. AUTH: N1-AFU-90-3
<b>3</b>		superseded guides		destroy. AUTH: N1-AFU-90-3
<b>4</b>		manuscripts or proofs		see table 37-7. AUTH: N1-AFU-90-3
<b>5</b>	AFMC design handbook	special publications providing a current authoritative source of design data in support of the definition, design and development of AF systems and equipment, which can be used as a basis for design decisions, criteria and guidance	at HQ AFMC OPR	retire as permanent when system is out of inventory. Transfer to the National Archives in 5-year blocks when most recent records pertain to systems out of the inventory for 30 years. AUTH: NC1-AFU-81-8
<b>6</b>			at other than HQ AFMC OPR	destroy when superseded, obsolete or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>7</b>		all background material for publications covered by rule 5	at HQ AFMC OPR	retire when system is out of inventory; destroy when records pertain to systems out of inventory for 30 years. AUTH: N1-AFU-90-3
<b>8</b>		all background material for publications covered by rule 6	at other than HQ AFMC OPR	destroy when superseded, obsolete or 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, with the exception that rules "a" and "b" do not apply to rules 1 and 5:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 61-5				
OPERATIONAL TEST AND EVALUATION (OT&E) RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	AFOTEC-conducted OT&E programs	test plans, final reports, annexes, data supplements, and related studies and analyses	created by test/project managers and directors	on publication, send copies to AF OT&E Data Bank and Defense Technical Information Center (DTIC)(Notes 1 and 2) AUTH: N1-AFU-87-19
1.01			at the AF OT&E Data Bank	retain copies until disestablished, then handle as directed by HQ USAF AUTH: N1-AFU-87-19
1.02			at other activities	destroy when no longer needed AUTH: N1-AFU-87-19
1.03		program case files, to include requirements, authorizations, planning and implementing documents, summary test data, lessons learned, and similar records (Note 5)	maintained by test/project managers and directors	forward to AF OT&E Data Bank upon program termination (Note 1) AUTH: N1-AFU-90-37
1.04			at the AF OT&E Data Bank	permanent copy on microfilm; transfer microfilm to NARA when 20 years old AUTH: N1-AFU-87-19
1.05			at other activities	destroy when no longer needed. AUTH: N1-AFU-87-19
2	MAJCOM-conducted OT&E programs	test plans, final reports, annexes, data supplements, and related studies and analyses	created by test/project managers and directors	on publication, send copies to AF OT&E Data Bank, Command History Office, and DTIC (Notes 1 and 2) AUTH: N1-AFU-87-19
2.01			at the AF OT&E Data Bank	destroy paper copies when no longer needed AUTH: N1-AFU-87-19
2.02			at other activities	destroy when no longer needed. AUTH: N1-AFU-87-19
2.03		program case files, to include requirements, authorizations, planning and implementing documents, summary test data, lessons learned, and similar records (Note 5)	maintained by test/project managers and directors	cutoff when program/project completed; destroy when 30 years old AUTH: N1-AFU-90-37

TABLE 61-5

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>2.04</b>			at other activities	destroy when no longer needed AUTH: N1- AFU-87-19
<b>3</b>	raw test data, data reduction records	computer tapes, disks, and other electronic records, photographic data and imagery (except summary film and video tape), audio tapes, punch cards, printouts, worksheets, and similar data (including intermediate working tapes, computer listing/readout sheets, space-time data reduction reports) and other documentation not specifically described in this table		destroy when data has been reduced, analyzed or otherwise is no longer needed (Note 3) AUTH: N1-AFU-87-19
<b>4</b>	liaison contractual case files	contracts, purchase orders, other contractual instruments, all supporting data and information documenting the negotiation, administration and payment of individual procurement transactions associated with a USAF- directed AFOTEC-conducted OT&E effort	at contract support activity providing liaison among comptroller procurement activity and OT&E program manager	destroy upon final payment under the contract AUTH: N1- AFU-87-19
<b>5</b>	OT&E scientific and technical reference materials	collections of technical and scientific materials, including: information copies of range program directives, range requirements and validation documents, similar data and related correspondence; and information copies of threat assessment reports, threat environmental descriptions, special studies and reference materials and related work	used in reference and research in OT&E efforts, management of OT&E range requirements/test resources, and verification of test realism and not returnable to, or suitable for, libraries as scholarly reference	destroy when superseded, obsolete or no longer needed, whichever is sooner AUTH: N1-AFU-87-19
<b>6</b>	OT&E audiovisual records	video tapes, 35mm slides and film strips of program test results		on completion or termination of test/project, forward to USAF OT&E Data Bank (Note 1) AUTH: N1-AFU-87-19
<b>6.01</b>			at USAF OT&E Data Bank	when no longer needed for reference forward audiovisual material with historical significance to the DOD Motion Media Depository (Note 4) AUTH: N1-AFU-87-19

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**NOTE(S):**

1. Address of AF OT&E Data Bank is HQ AFOTEC/RSD, Kirtland AFB NM 87117-7001. Address of Defense Technical Information Center is DTIC/FDAC, Cameron Station, Alexandria VA 22304-0145.
2. Forward special intelligence documentation to the Special Intelligence Central Repository, HQ AFIC/IMQF, San Antonio TX 78243-5000.
3. If a follow-on OT&E will take place, the test/project manager may keep relevant records in current files area. At HQ AFOTEC, the AF OT&E Data Bank can provide or arrange for temporary storage of raw test data until no longer needed.
4. Address of DOD Motion Media Depository is 1352nd AVS, Attn: DOD Central Motion Media Records Center.
5. If Environmental Impact Statement (EIS) is developed, then dispose of EIS per Tables 32-1, 32-2, 32-17, or 32-31.

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 1.01, 1.04, 2.01, and 6.01:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 61-6**

**CONTRACTOR INDEPENDENT RESEARCH & DEVELOPMENT (IR&D) RECORDS**

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
1	technical evaluation of contractor IR&D programs	copies of technical evaluation forms sent to other technical lead organizations and the associated contractor technical plans or IR&D projects	at evaluating organizations	destroy 2 years after completion of contractor fiscal year (note 1). AUTH: N1-AFU-89-15
2		technical evaluation forms and associated technical plans (for technical lead responsibilities)	at technical lead organizations	
3		technical evaluation summary reports with all related attachments and other supporting information		destroy 3 years after completion of contractor fiscal year (note 2). AUTH: N1-AFU-89-15
4		technical evaluation summary reports with all related attachments, potentially military relationship determinations and cost classification determinations and supporting records	at Air Force IR&D Technical Manager's office	destroy 11 years after completion of contractor fiscal year (note 3). AUTH: N1-AFU-89-15
5		contractor technical plans having Air Force technical lead organizations		destroy 11 years after completion of contractor fiscal year (note 4). AUTH: N1-AFU-89-15
6		contractor technical plans having non-Air Force technical lead organizations		destroy after completion of contractor fiscal year. AUTH: N1-AFU-89-15
7	Air Force IR&D Policy Council	council meeting records (includes meeting announcements, background book, briefing charts, and meeting minutes)	record copy at Executive Secretary's office	destroy after 25 years (note 5). AUTH: N1-AFU-89-15
8			council members and advisors' copies	destroy when no longer needed. AUTH: N1-AFU-89-15

TABLE 61-6				
Continued.				
	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
9	Department of Defense (DOD) IR&D Policy Council	council meeting records (includes meeting announcements, background book and briefing charts if different from associated Air Force IR&D Policy Council meeting, and meeting minutes)	record copy at Air Force IR&D Policy Council Executive Secretary's office.	destroy after 25 years (note 5). AUTH: N1-AFU-89-15
10			other copies	destroy when no longer needed. AUTH: N1-AFU-89-15

**NOTE(S):**

1. Hold these records at the unit for two years after completion of the contractor fiscal year, then destroy.
2. Hold these records at the unit for three years after completion of the contractor fiscal year, then destroy.
3. Hold these records at the unit for three years after completion of the contractor fiscal year, then destroy locally (if space permits) after an additional eight years.
4. Hold these records at the unit for one year.
5. Hold these records in the office for 10 years, then transfer to staging area where they are retired after one year to the Washington National Records Center or other designated federal records center where they are destroyed after an additional 14 years.

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 61-7**  
**PROGRAM REQUIREMENT RECORDS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	special basic research programs	accepted applications, resumes, academic transcripts, program guidelines/descriptions, Broad Agency Announcements (BAA), program brochures/ announcements, technical research interest/status reports, proposals, technical reports, summary reports, minutes, presentation material, agreements, evaluations, recommendations, correspondence and related records	maintain by the Laboratory Program Representative (LPR)	destroy 2 year assignment/tenure ends or when no longer needed, whichever is later. AUTH: N1-AFU-89-10
2		unaccepted applications		destroy 6 months after submission, or when no longer needed, whichever is later. AUTH: N1-AFU-89-10

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

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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

71. Special Investigations. These tables cover records pertaining to disposition of records accumulated incident to the functions and responsibilities of the Office of Special Investigations, including criminal, counterintelligence and special investigative services.

**TABLE 71-1**  
**AFOSI CRIMINAL RECORDS**

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	investigations into offenses of espionage, sabotage, treason, sedition, violation of AFI 71-101, and security violations	reports, statements, affidavits, correspondence, and related records pertaining to specific investigations	at IOC/DIR	retire as permanent (See Note 1). AUTH: NCI-AFU-77-55
2			at AFOSI field extensions	destroy 1 year after Case Survey Form, Part III, is submitted to HQ AFOSI, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3	(RESERVED)			(RESERVED)
4	investigations into alleged violations of laws, regulations, and directives (excluding investigations covered by rules 1, 2, 12, 13, and 14)	reports, statements, affidavits, correspondence, and related records pertaining to specific investigations	at IOC/DIR	destroy 15 years after date of last action (see note 2). AUTH: N1-AFU-90-3

**TABLE 71-1**  
**Continued.**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>5</b>			at AFOSI field extensions	destroy 3 months after Case Survey Form, Part III, is submitted to HQ AFOSI, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>6</b>	(RESERVED)			(RESERVED)
<b>7</b>	procurement/disposal cases	information copies of interest to AFSC/AFLC	at AFOSI Districts 4 and 5	destroy when no longer needed. AUTH: N1-AFU-90-3
<b>8</b>	reciprocal investigations	reports, statements, affidavits, correspondence, and related records pertaining to specific investigations accomplished for and at the request of a local, state, or federal investigative agency in the US or host country investigative agency overseas	at IOC/DIR	destroy after 1 year (See Note 3). AUTH: N1-AFU-90-3
<b>9</b>			at AFOSI field extensions	destroy after 3 months. AUTH: N1-AFU-90-3
<b>10</b>	zero files (all categories contained in 71-series tables)	all documents pertaining to a matter where investigation was not conducted, and/or information on criminal matters that falls under jurisdiction of another AFOSI field unit or other investigative agency	at IOC/DIR	destroy after 15 years. AUTH: N1-AFU-90-3
<b>11</b>			at AFOSI field extensions	destroy after 2 years, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
<b>12</b>	counterintelligence investigations (CI) special inquiry cases	reports, statements, affidavits, correspondence, and informational data filed therewith concerning AFOSI activities in individual case development	at IOC/DIR	destroy 15 years after date of last action. AUTH: N1-AFU-90-3
<b>13</b>			at AFOSI field extensions	destroy 3 months after Case Survey Form, Part III, is submitted to HQ AFOSI, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>14</b>		inquiries from members of the public who are collectors of information relating to DOD functions or units; unsubstantiated reports alleging imminent invasions, plots, and similar events of a delusional nature, and assorted "crank" letters	at IOC/DIR	destroy after 1 year or when no longer determined pertinent by an annual review. AUTH: N1-AFU-90-3
<b>15</b>	AFOSI reports of investigation	reports, statements, and related records pertaining to specific investigations	copies at non-AFOSI offices	destroy when no longer needed. AUTH: N1-AFU-90-3

**NOTE(S):**

1. Transfer to the National Archives within 25 years after date of last action.
2. Reports of investigations conducted on AF personnel assigned to AFOSI/DIS, or who possess 71SX or 7S0XX AFSCs, or on whom AFOSI has pending reprourement action, will be filed and destroyed under the same disposition criteria as that for the AFOSI Applicant Processing Case File if the retention period for the particular investigation has expired.
3. Custodians will adhere to criteria in AFI 71-101, Volume 1. If not validated for retention, records will be destroyed.

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a" and "b" do not apply to rule<sup>s</sup> **1, 4, 12:**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 71-2

## COUNTERINTELLIGENCE OPERATIONS AND PUBLICATIONS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	counterintelligence operational case files	reports, statements, affidavits, correspondence, and related records regarding individual operational development	at HQ AFOSI	retire as permanent (See Note 1). AUTH: NC1-330-76-1, Item 1a(3)
2			at AFOSI field extensions	destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: NI-AFU-90-3
3			information copies at AFOSI Dist 44 and 70	destroy when no longer needed. AUTH: NI- AFU-90-3
4	counterintelligence briefings	requests for and records of counterintelligence briefings	at HQ AFOSI	destroy after 15 years. AUTH: NI-AFU-90-3
5			at AFOSI field extensions	destroy after 1 year. AUTH: NI-AFU-90-3
5.01	counterintelligence denied area briefings/debriefings	requests for and records of counterintelligence briefings/debriefings	at HQ AFOSI	destroy after 15 years. AUTH: NI-AFU-90-3
5.02			at AFOSI field extensions	destroy after 3 months. AUTH: NI-AFU-90-3
6	publications prepared by AFOSI pertaining to non- DOD affiliated US citizens/organization s	counterintelligence special reports, local estimates, and OSI information briefs	at HQ AFOSI	destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention (See Notes 2 and 3). AUTH: NC1-330-76-1, Item 1b(1)b
7			at AFOSI field extensions	destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention (See Notes 2 and 4). AUTH: NI-AFU-90-3

<b>TABLE 71-2</b>				
<b>Continued.</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>8</b>	publications prepared by AFOSI pertaining to foreign citizens/organizations	record copies of recurring and nonrecurring publications	at HQ AFOSI	destroy after 10 years (See Note 2). AUTH: N1-AFU-90-3
<b>9</b>			at AFOSI field extensions and other activities	destroy when no longer needed, obsolete or on inactivation of the activity, whichever is sooner (See Note 2). AUTH: N1-AFU-90-3
<b>10</b>	publications received from other sources pertaining to non-DOD affiliated US citizens/organizations		at any AFOSI activity	destroy 1 year after acquisition unless validated for retention for another year when it is determined during the annual verification review by the Secretary of the Air Force that a continued threat exists (See Note 2). AUTH: N1-AFU-90-3
<b>11</b>	publications received from other sources pertaining to foreign citizens/organizations			
<b>12</b>	security vulnerability test cases	operational test reports with supporting documents	at HQ AFOSI	destroy after 15 years. AUTH: N1-AFU-90-3

**NOTE(S):**

1. Transfer to the National Archives within 25 years after the date of the last action.
2. Custodians will adhere to criteria in AFI 71-101, Volume 1.
3. At the time the records are not validated for retention, transfer them to the National Archives for a determination of their historical worth. If refused by the Archivist, the records will be destroyed.
4. If not validated for retention, records will be destroyed.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a" and "b" do not apply to rules 1 and 6:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 71-3				
INVESTIGATIVE COLLECTIONS AND SURVEYS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	counterintelligence collections documents pertaining to non-DOD affiliated US citizens/organizations	DOD intelligence information reports originated by AFOSI	at IOC/DTA	destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention (See Note 1). AUTH: NCI-AFU-77-56
2			at AFOSI field extensions	destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention (See Note 2). AUTH: N1-AFU-90-3
3	counterintelligence collection documents pertaining to foreign citizens/organizations	intelligence information reports originated by AFOSI regarding all collection targets except espionage and sabotage agencies (05)	at IOC/DTA	retired to WNRC prior to microfilming project, destroy after 6 years. AUTH: N1-AFU-90-3
4			at IOC/DTA	destroy when microfilm is determined adequate substitute. AUTH: N1-AFU-90-3
5			microfilm copies	destroy after 6 years. AUTH: N1-AFU-90-3
6		intelligence information reports originated by AFOSI regarding espionage and sabotage agencies (05)	at IOC/DTA	destroy when microfilm is determined adequate substitute. AUTH: N1-AFU-90-3
7			microfilm copies	destroy after 25 years. AUTH: N1-AFU-90-3
8			at IOC/DTA and have not been microfilmed	
9		intelligence information reports originated by AFOSI regarding any type of collection target	all except record copies	destroy after 3 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
10		reports, papers, clippings, photos, or any other material originated by agencies other than AFOSI	at IOC/DTA	destroy after 25 years, when no longer needed, obsolete, or on inactivation of activity, whichever is sooner. AUTH: N1-AFU-90-3
11			at AFOSI field extensions	destroy after 1 year AUTH: N1-AFU-90-3

**TABLE 71-3**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
12		microfilm aperture cards (MACs) and general purpose cards (GPCs), data extracted from records identified in rules 3, 6, 9)	at IOC/DTA	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
13	information collection	information created by AFOSI on USAF installations, facilities or operational sites	necessary to counter activity directed against a USAF element or personnel	destroy when superseded or rescinded. AUTH: N1-AFU-90-3
14			pertinent to closed installations, facilities or operational sites	destroy after 1 year. AUTH: N1-AFU-90-3
15			information pertaining to counterintelligence, antiterrorism, or security investigations/operations originated by, and received or acquired from, agencies outside the DOD during the course of routine investigative or liaison activity, which after receipt is subsequently determined to fall outside the area of interest of the DOD, or which is determined not to pose a threat to DOD personnel, property or functions and no DOD file is created or DOD information is generated	at any AFOSI activity
16	criminal/fraud collections	reports responsive to HQ AFOSI collection requirements	at HQ AFOSI and AFOSI field extensions	destroy after 3 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
17	development files	information on counterintelligence criminal and fraud activities requiring follow-up action that may lead to an investigation	at IOC/DIR	destroy after 15 years. AUTH: N1-AFU-90-3
18			at AFOSI field extensions	destroy after 2 years. AUTH: N1-AFU-90-3
19	fraud surveys	reports, statements, affidavits, correspondence, and informational data concerning AF appropriated and nonappropriated activities and informational data used to verify entitlement	at HQ AFOSI	destroy after 5 years. AUTH: N1-AFU-90-3
20			at AFOSI field extensions	destroy 1 year after Case Survey Form, Part III, is submitted to HQ AFOSI, or when no longer needed, whichever is sooner.

<b>TABLE 71-3</b>				
<b>Continued.</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
				AUTH: N1-AFU-90-3
21	hostile establishment file	data base containing messages, maps, sketches, photographs, and other pertinent information	at IOC/DTA and other field units	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
22		(RESERVED)		(RESERVED)
22.01		aperture cards, maps, sketches, photographs	at HQ AFOSI	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
23	computerized information collection	computerized hostile intelligence profile system (CHIPS) and terrorist incidents profiling system (TIPS) computer printouts	at IOC/DTA	
24			at AFOSI field extensions	destroy when superseded, obsolete, no longer needed, or on direction of HQ AFOSI. AUTH: N1-AFU-90-3
24.01	computerized information collection support file	CHIPS aperture cards, photographs and reports and TIPS reports	at IOC/DTA	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
25	collection requirements (CRs)	letter format operational directives	at HQ AFOSI	destroy 3 years after cancellation or completion. AUTH: N1-AFU-90-3
26			at AFOSI field extensions	destroy when superseded or rescinded. AUTH: N1-AFU-90-3
27	terrorist activities	AFOSI, other US intelligence, State Department and foreign broadcast reports, and news media articles on specific terrorist incidents, groups and activities	at IOC/DTA	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
28	multidiscipline intelligence	US intelligence reports, messages and advisories, AF messages, FAA reports, and news media articles used for multidiscipline intelligence activities and capabilities/ systems	at HQ AFOSI	
29	multidiscipline counterintelligence (MDCI)	AFOSI and other US intelligence reports, messages, studies and analyses and MDCI program management information		

**NOTE(S):**

1. At the time the records are not validated for retention, transfer them to the National Archives. DOD-originated files contain significant analytical comments, value judgments, or recommendations pertaining to information received or acquired from agencies outside the DOD. If refused by the Archivist, the records will be destroyed.
2. If not validated for retention, records will be destroyed.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a" and "b" do not apply to rules 1, 5, 7, 8, 23, 24, 24.01, 27, 28, and 29:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 71-4

## SECURITY INVESTIGATIONS AND OPERATIONS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	internal security investigations for DOD-affiliated personnel	investigations of personnel when the allegation falls within the purview of AFIs 36-702 or 31-601, exclusive of copies of investigative reports furnished by the Office of Personnel Management	at HQ AFOSI wherein the affiliation was not completed	destroy 1 year after notification that affiliation was not completed. AUTH: N1-AFU-90-3
<b>2</b>			at HQ AFOSI wherein the affiliation was completed.	destroy after 15 years (See Note 2). AUTH: NC1-AFU-77-71
<b>3</b>			at AFOSI field extensions	destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>4</b>	special requests	limited personnel checks, normally a local agency check (LAC) or single agency check (SAC) only, on persons who have access to areas but who do not require a formal security clearance	at IOC/DIR and AFOSI field extensions	
<b>4.01</b>	child care pre-employment screening (favorable)	child care applicant local agency checks consisting of information developed while conducting investigations in support of Morale, Welfare, and Recreation (MWR) Child Care/Youth Facilities (prior 1993)	at AFOSI field extensions	destroy after 3 months. AUTH: N1-AFU-90-3
<b>4.02</b>	child care pre-employment screening (unfavorable)		at IOC/DIR	destroy after 15 years. AUTH: N1-AFU-90-3
<b>4.03</b>			at AFOSI field extensions	destroy after 3 months. AUTH: N1-AFU-90-3
<b>5</b>	reciprocal investigations (personnel security)	reports and correspondence prepared for other government agencies including DIS		
<b>5.01</b>			at AFOSI field extensions which contain names of sources not released to DIS	destroy after 1 year. AUTH: N1-AFU-90-3
<b>6</b>	unfavorable premarital investigations (when marriage takes place)	requests, reports of investigations of prospective alien spouse of military personnel per AFR 211-18	at IOC/DIR	destroy after 5 years (See Note 1). AUTH: N1-AFU-90-3
<b>7</b>			at AFOSI field extensions overseas	destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 71-4

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>8</b>	unfavorable premarital investigations (when marriage has not taken place)			
<b>9</b>	favorable premarital investigations		at AFOSI field extensions	
<b>10</b>	(RESERVED)			(RESERVED)
<b>11</b>	protective services investigations	reports, statements, affidavits, correspondence and related records regarding individual case	at IOC/DIR	destroy after 15 years. AUTH: N1-AFU-90-3
<b>12</b>			at AFOSI field extensions	destroy after 1 year, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
<b>13</b>	protective services referral information	identification data/summaries concerning individual or group reportable to USSS under AFI 71-101, Vol 2	at IOC/DIR	destroy after 15 years. AUTH: N1-AFU-90-3
<b>14</b>			at AFOSI field extensions	destroy after completion/termination. AUTH: N1-AFU-90-3
<b>15</b>	protective services operations	reports of completed protective services operations reflecting the expenditure of AFOSI resources to provide protective coverage to a specific individual	at IOC/DIR	destroy after 5 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>16</b>			at AFOSI field extensions	destroy after 3 months, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>17</b>	personnel security investigations for DOD affiliated personnel	investigations of personnel employed by or seeking employment from the government or whose relationship otherwise with the government requires a security clearance but exclusive of copies of investigative reports furnished by the Office of Personnel Management	at HQ AFOSI created prior to Oct 72 and maintained in support of DIS	destroy 15 years after date of last action. AUTH: N1-AFU-90-3
<b>18</b>	refugees/defectors cases	reports, statements, correspondence and informational data filed therewith pertaining to or furnished by foreign nationals	at IOC/DIR	destroy 25 years after date of last action. AUTH: N1-AFU-90-3
<b>19</b>			at AFOSI field extensions	destroy after 1 year. AUTH: N1-AFU-90-3

TABLE 71-4				
Continued.				
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
20	special inquiry-AFOSI personnel	reports, statements, affidavits, correspondence, and related records pertaining to specific inquiries	at HQ AFOSI	destroy at the time an individual's assignment to AFOSI/DIS is terminated, or upon withdrawal of the 71SX or 7SOXX AFSC, or after termination of reprourement process, whichever is later. AUTH: NI-AFU-90-3
21			at AFOSI field extensions	destroy 3 months after command action has been completed. AUTH: NI-AFU-90-3

**NOTE(S):**

1. Reports of investigation conducted on an alien spouse of AF personnel assigned to AFOSI/DIS, or who possess 71SX or 7SOXX AFSC, or on whom AFOSI has pending reprourement action, will be filed with and destroyed under the same disposition criteria as the AFOSI Applicant Processing Case File if the retention period for the particular investigation has expired.
2. Those files determined to be of possible historical value, those of widespread public or Congressional interest, may be transferred to the National Archives after 15 years.

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

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 71-5		TECHNICAL SUPPORT OPERATIONS		
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	technical security briefings	requests, authorizations, briefing outlines, lists of equipment displayed, and lists of recipient(s)	at IOC/TSO	destroy after 5 years. AUTH: N1-AFU-90-3
2			at AFOSI composite detachments with technical services	destroy after 2 years. AUTH: N1-AFU-90-3
3	technical security survey report files	requests, approvals, preliminary surveys, area plans and schematics, clearances, requests for funds, reports, etc., pertaining to a particular survey	at IOC/TSO	destroy after 15 years. AUTH: N1-AFU-90-3
4			at AFOSI composite detachments with technical services	destroy after 2 years, or when no longer needed, whichever is later (See Note 1). AUTH: N1-AFU-90-3

<b>TABLE 71-5</b>				
<b>Continued.</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
5			at AFOSI servicing districts	destroy after 3 months, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
6			at the requester or other organizations	destroy when resurvey is completed, or when no longer needed. AUTH: N1-AFU-90-3
7	technical support operations	technical surveillance records and products of such surveillance that are of operational and evidentiary value produced in support of substantive investigations	at IOC/DIR	destroy under same destruction criteria assigned to the substantive case supported (see note 2). AUTH: N1-AFU-90-3
8			at AFOSI composite detachments	forward to HQ AFOSI 3 months after case is closed or after command action has been completed, whichever is later. AUTH: N1-AFU-90-3
9	technical support repository reports	photo support repository and support documents (prior 1993)	at IOC/TSO	destroy after 6 years. AUTH: N1-AFU-90-3
10			at AFOSI technical services districts	destroy after 2 years. AUTH: N1-AFU-90-3
11	polygraph examinations	polygraph examiner report (AFOSI Form 76) for investigative examinations, results, polygraph charts, statements of consent, medical waiver to undergo polygraph examination (AFOSI Form 77), related records (less those examination and medical waiver records noted in rules 12 and 12.3)	at HQ AFOSI	destroy after 15 years, or with related case file, whichever is later. AUTH: N1-AFU-87-36
12		counterintelligence security polygraph (CSP) examiner reports that prove nondeceptive, results, polygraph charts, statements of consent, medical waivers, and related records	at HQ AFOSI and AFOSI field extensions	destroy after 3 months. AUTH: N1-AFU-87-36
12.01		AFOSI Form 76 (draft)	at AFOSI field extensions	destroy 3 months after close of related investigation. AUTH: N1-AFU-87-36
12.02		non-record copies of polygraph examiner reports and results		
12.03		medical waiver for CSP examinations	at HQ AFOSI and	destroy after 3 years.

**TABLE 71-5**  
Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
		that prove nondeceptive	AFOSI field extensions	AUTH: N1-AFU-87-36
13	(RESERVED)			(RESERVED)
14				
15	forensic services	reports of services and related records, provided by an AFOSI regional forensic consultant	at IOC/DIR	destroy after 15 years. AUTH: N1-AFU-87-31
15.01			at AFOSI field extensions	destroy after 1 year. AUTH: N1-AFU-87-31
15.02		reports of services and related records, provided by AFOSI personnel other than regional forensic consultants	at HQ AFOSI	destroy after 3 years. AUTH: N1-AFU-87-31
15.03			at AFOSI field extensions	destroy after 3 months. AUTH: N1-AFU-87-31
16	(RESERVED)			(RESERVED)
17				
18	forensic science policy guidance	correspondence pertaining to the operation of the forensic science program	at HQ AFOSI and AFOSI field extensions	destroy when superseded, rescinded, or no longer needed. AUTH: N1-AFU-90-3
19	forensic travel records	messages of request, TDY orders and travel vouchers		see tables 37-13 and 177-20. AUTH: N1-AFU-90-3
20	forensic digest	official and professional information on forensic science and investigative techniques	at HQ AFOSI	see table 37-7, rule 1. AUTH: N1-AFU-90-3
21			at AFOSI field extensions	see table 37-14, rule 14. AUTH: N1-AFU-90-3
22	AFOSI training programs	applicants requests for training for forensic science scholarship and specialized criminal investigative course programs, and related documents (prior 1993)	at HQ AFOSI and AFOSI field extensions	destroy after 5 years. AUTH: N1-AFU-90-3
23	National Crime Information Center (NCIC)	policy guidance and correspondence pertaining to operations of the NCIC/NLETS/CCHF	at HQ AFOSI	destroy when superseded, rescinded, or no longer needed. AUTH: N1-AFU-90-3
24		backup information on NCIC terminal entries into the NCIC computer		destroy 3 months after related entry is removed from the computer. AUTH: N1-AFU-90-3
25		HQ AFOSI terminal entries into the NCIC computer	on deserters	destroy (remove) entry from computer upon return of member to military control. AUTH: N1-AFU-90-3
26			on weapons	destroy (remove) entry

TABLE 71-5				
Continued.				
	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
				from computer after 15 years, or when weapons are recovered, whichever is sooner. AUTH: N1-AFU-90-3
27			on stolen automobiles, motorcycles, and license plates	destroy (remove) entry from computer after 4 years, or when items are recovered, whichever is sooner. AUTH: N1-AFU-90-3
28			on stolen property	destroy (remove) entry from computer after 1 year, or when property is recovered, whichever is sooner. AUTH: N1-AFU-90-3
29		FBI validation listings	at HQ AFOSI	destroy when superseded. AUTH: N1-AFU-90-3

**NOTE(S):**

1. Retain copies of recurring surveys until resurvey is completed.
2. Retain for a minimum of 10 years.

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a" and "b" do not apply to rule<sup>s</sup> **7 and 20.**

	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 71-6**

**SOURCE RECORDS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	AFOSI/Contacts (OSI/C)		at HQ AFOSI	destroy 15 years after contact is permanently terminated. AUTH: NI-AFU-90-3
2			at district source coded officers (SCOs)	send to gaining district if OSI/C is transferred or destroy after 1 year if all pertinent data has been previously forwarded to HQ AFOSI. AUTH: NI- AFU-90-3

TABLE 71-6

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
3			at lower levels	send to district SCO after OSI/C is transferred or permanently terminated. AUTH: N1-AFU-90-3
4	associated personnel		at HQ AFOSI	destroy after 15 years. AUTH: N1-AFU-90-3
5			at AFOSI field extensions	destroy after 2 years. AUTH: N1-AFU-90-3
6	name traces	material pertaining to name checks of foreign nationals or other personnel in overseas areas of operational interest to US agencies/AF activities	at HQ AFOSI	destroy after 15 years. AUTH: N1-AFU-90-3
7			at AFOSI field extensions	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
8	(RESERVED)			(RESERVED)
9	source register (CSI cards)	AFOSI Form 153 (before 1984)	at HQ AFOSI	destroy 10 years after CSI is terminated. AUTH: N1-AFU-90-3
10	(RESERVED)			(RESERVED)
11	source dossier (CS)	investigations and other data pertaining to coded sources (CS)	at IOC/DIR	destroy 15 years after CS is terminated. AUTH: N1-AFU-90-3
12			at AFOSI field extensions	destroy 1 year after termination. AUTH: N1-AFU-90-3
13	source register (CS)	identification data pertaining to CS (prior 1993)	at HQ AFOSI and AFOSI field extensions	destroy 15 years after CS is terminated. AUTH: N1-AFU-87-29
14	(RESERVED)			(RESERVED)
15	area source program (ASP) dossiers	identification data pertaining to ASP personalities (prior 1977)	at HQ AFOSI	destroy 10 years after termination. AUTH: N1-AFU-90-3
16			at AFOSI field extensions	destroy 1 year after termination. AUTH: N1-AFU-90-3
17	ASP source cards	AFOSI Form 159 (before 1984)	at HQ AFOSI	destroy 10 years after termination. AUTH: N1-AFU-90-3
18	(RESERVED)			(RESERVED)
19	potential sources	identification and related data pertaining to potential sources	at AFOSI activities	destroy after they become active/transferred or terminated. AUTH:

**TABLE 71-6**  
Continued.

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
20	open sources	identification and related data pertaining to open sources		destroy after termination. AUTH: N1-AFU-90-3
21	SCO burn list	identification of individuals concerned (prior 1984)	at IOC/MCI	destroy 15 years after date of original record. AUTH: N1-AFU-90-3
22			at AFOSI field extensions	destroy 5 years after date of original record. AUTH: N1-AFU-90-3
23	monthly statistical data	statistical data	at AFOSI field extensions	destroy after 1 year. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a" and "b" do not apply to rules 1 and 11.

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

TABLE 71-7		AFOSI INVESTIGATIVE SUPPORT RECORDS		
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	evidence logs	ledgers reflecting acquisition and final disposition of evidence obtained during the course of an investigation	at AFOSI detachments	destroy 2 years after the close-out date of the log (all ledger entries indicate final disposition of all evidence). AUTH: N1-AFU-90-3
2	index documentation	names of subjects, incidentals, victims, and file numbers extracted from investigative records and placed on index cards or computerized for location and research purposes (includes AFOSI information in the Defense Clearance and Investigations Index)	at HQ AFOSI and AFOSI field extensions	destroy when related case file is destroyed. AUTH: N1-AFU-90-3
3	(RESERVED)			(RESERVED)
4	liaison and jurisdictional agreements	letters of agreement, status of forces agreements, and other similar or related records dealing with liaison matters of mutual interest with and render requisite assistance to investigative, law enforcement, intelligence, counterintelligence, and other US and foreign government agencies	at IOC/DIR	retire as permanent (See Note 3). AUTH: NC1-AFU-76-23

**TABLE 71-7**  
Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
5			at AFOSI field extensions	destroy when no longer needed. AUTH: N1-AFU-90-3
6	complaint form file	specific and nonspecific investigative material	at detachments, resident agencies, and operating locations	destroy after 1 year. AUTH: N1-AFU-90-3
7	statistical documents	collection of workload and man-hour statistics concerning investigations and related activities	at HQ AFOSI	destroy after 5 years. AUTH: N1-AFU-90-3
8		data listings of technical support case with related correspondence, data cards and tapes		destroy after 10 years. AUTH: N1-AFU-90-3
9			at AFOSI field extensions	destroy after 1 year. AUTH: N1-AFU-90-3
10	school and college ability tests (SCATS)	test booklets and scoring stencils used by AFOSI as a prescreening device in selecting applicants for AFOSI investigative duty		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
11	authority to issue badges and credentials	rosters of special investigators courses/classes, letter of authorization for reservists, and related correspondence, used as identification for personnel who qualify for and who are eligible to be issued badges and credentials		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
12	badges, credentials, receipts and inspection records	credentials	at HQ AFOSI	destroy 6 months after cancellation or when superseded. AUTH: N1-AFU-90-3
13		badge and credential receipt	at HQ AFOSI/IGQ	destroy when superseded or no longer needed. AUTH: N1-AFU-90-3
14		badge and credential receipt, ADP card, machine listings, and inspection/inventory reports	at HQ AFOSI	
15		badge and credential receipt and inspection reports	agents receipt copy reports at AFOSI field extensions	destroy when no longer needed. AUTH: N1-AFU-90-3
16		badge and credential receipt	at AFOSI District 8	
16.01		badge and credential receipt	at HQ AFOSI	destroy on surrender of badge and credentials to which they pertain. AUTH: N1-AFU-90-3
17	investigative control summaries and data cards	summary of information and data contained in reports of investigation, command actions, and review board	at division and branch levels to establish controls and suspenses	destroy after 5 years, or when superseded, obsolete, or no longer

**TABLE 71-7**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
		decisions	to follow cases	needed. AUTH: N1-AFU-90-3
18	AFOSI investigative resumes for USAF commanders	factual and graphic resumes pertaining to AFOSI activities and to pertinent patterns and trends in personnel security, counterintelligence, criminal and fraud investigations, and actions taken against subjects of investigations (prior 1993)	at HQ AFOSI/SCP	destroy after 5 years. AUTH: N1-AFU-90-3
19			at other offices	destroy when no longer needed. AUTH: N1-AFU-90-3
20	threatened airman program (TAP)	identification and supporting data related to the relocation of threatened airmen (case type 753)	at IOC/MCI	destroy after 10 years. AUTH: N1-AFU-87-21
21			at AFOSI field extensions	destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-87-21
22	objectionable material	pictures, books, etc.	at HQ AFOSI	destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
23	AFOSI applicant investigative processing	applications, personnel suitability records, and information relating to employment and retainability of the individual	at HQ AFOSI for applications disapproved	destroy 10 years after disapproval. AUTH: N1-AFU-87-23
24			at HQ AFOSI for applications approved	destroy 10 years after individual's termination, decertification, discharge, or reassignment. AUTH: N1-AFU-87-23
25			at AFOSI field extensions	destroy 1 year after processing is completed. AUTH: N1-AFU-87-23
26	wire tapping and eavesdropping records	reports and records required by AFI 71-103 on the inventory and use of wire tapping and eavesdropping devices	at HQ AFOSI and accumulated by investigative personnel	destroy under same destruction criteria assigned to the substantive case supported (See Notes 1 and 2). AUTH: NC1-AFU-76-23
27	identi-kit composite constructed in unknown subject	identi-kit composites	at AFOSI field extensions	destroy after 5 years. AUTH: N1-AFU-90-3

<b>TABLE 71-7</b>				
<b>Continued.</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
	cases			
<b>28</b>	fraud/criminal briefing program	reports, correspondence and related records on fraud mission briefings (in CACTIS computer database)	at HQ AFOSI	destroy after 3 years. AUTH: N1-AFU-90-3
<b>29</b>		rule 28 records (paper)	at HQ AFOSI and AFOSI field extensions	destroy after 1 year. AUTH: N1-AFU-90-3
<b>30</b>	specialized crime reports and studies	information reports, special studies and reports, drug abuse information, etc, that provide for AFOSI and AF commanders current information on types of crimes, methods used, reasons and trends	record copies at HQ AFOSI	destroy after 6 years. AUTH: N1-AFU-90-3
<b>31</b>			at AFOSI field extensions	destroy after 2 years. AUTH: N1-AFU-90-3
<b>32</b>			at units	destroy after 1 year. AUTH: N1-AFU-90-3
<b>33</b>	fraud evaluations	district fraud manager unit evaluation reports consisting of letters, messages and statistical data	at AFOSI field extensions	
<b>34</b>	contraband drugs and paraphernalia as training aids	accountability of drug training aids (AFOSI Form 32) and drug training aid inventory record (AFOSI Form 33)		destroy 1 year after last entry. AUTH: N1- AFU-90-3
<b>35</b>	criminal alert notices (CANs)		at HQ AFOSI/DAVR	destroy after 15 years. AUTH: N1-AFU-87-21
<b>36</b>			at IOC/DTA and AFOSI field extensions	destroy after 1 year. AUTH: N1-AFU-87-21

**NOTE(S):**

1. Transfer records for permanent cases to the National Archives with related case under DOD guidelines specified in NC1-330-76-1, 6 May 1976.
2. Retain for a minimum of 10 years.
3. Transfer to the National Archives in 5-year blocks when latest record is 25 years old.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a" and "b" do not apply to rules 2, 4, 26, and 30:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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

**91. Safety.** These tables cover records pertaining to nuclear mishaps incidents, including policy and safety-rule regulations governing all operations with nuclear weapon systems. These tables also cover records pertaining to the administration of the Air Force Safety Program as it applies to the whole area of mishap prevention.

<b>TABLE 91-1</b>				
<b>NUCLEAR WEAPON SYSTEM SAFETY GROUP (NWSSG) RECORDS AND SAFETY RULES</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	operational plan data documents (OPDDs)	descriptions of intended operations with NWSs used as source data for safety studies and reviews of USAF/non-U.S. NATO NWSs	at HQ AFSA/SEN	destroy when no longer needed. AUTH: N1-AFU-90-3
<b>2</b>			at HQ USAF, MAJCOMs/DRUs/FO As, and other offices of record	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
<b>3</b>	technical nuclear safety analyses (TNSAs)	analyses of adequacy of NWSS features	at HQ AFSA/SEN	destroy when no longer needed. AUTH: N1-AFU-90-3
<b>4</b>			at HQ USAF, MAJCOMs/DRUs/FO As, and other offices of record	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
<b>5</b>	NWSSG safety study reports	working draft reports, safety studies, and reviews of USAF/non-U.S. NATO NWSs	at HQ AFSA/SEN	destroy when no longer needed. AUTH: N1-AFU-90-3
<b>6</b>		intermediate versions of reports for obtaining HQ USAF coordination on conclusions and recommendations of NWSSG		
<b>7</b>		HQ USAF approved final version of NWSSG reports of NWSS studies and reviews		
<b>8</b>		copies of rules 5 thru 7 reports		
<b>9</b>	safety rules packages	draft CSAF/CJCS memoranda, description of NWS, summaries of operational concept, nuclear safety design features in NWS, and proposed NWSS rules, included as appendix to rules 6 and 7 reports	at HQ AFSA/SEN	destroy reproducible masters when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
<b>10</b>			at HQ USAF and other offices of record	destroy when NWSS rules are published. AUTH: N1-AFU-90-3

TABLE 91-1				
Continued.				
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
11	rules writer's background files	correspondence and study reports concerning establishment, application and interpretation of NWSS rules, including related JCS papers	at HQ AFSA/SEN	destroy 2 years after NWS is declared obsolete, nonoperational, or dropped from the USAF or non-U.S. NATO inventory. AUTH: NI-AFU-90-3
12	NWS critical component lists	lists of critical hardware, software or code components subject to split handling/knowledge procedures		destroy when superseded, obsolete or no longer needed. AUTH: NI-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a" and "b" do not apply to rules 3, 7, 9<sup>a</sup>.

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 91-2

## NUCLEAR REACTOR RECORDS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	health physics and process control data logs	health physics daily logs, water activity analysis logs, Geiger-Mueller analysis logs, air sample analysis logs, daily routine health physics logs, background and efficiency logs, portable survey instrument calibration logs, and source movement, inventory, and leak test logs	at installation level	destroy 100 years after inactivation of facility (note). AUTH: N1-AFU-88-35
2	environmental sample data	data for the analysis of soil, vegetation, and water samples that are subject to radioactive contamination		
3	nuclear reactor logs	daily operational records and facility/system utilization logs		
4	contractor shipments	forms used by contractors when shipping radioactive material		
5	radiation level	reports which provide data required to analyze the possible buildup of radiation levels		
6	radiation film badge	records that serve as a reference to dosimeter logs and provide a record of the accumulated radiation dosage in a specific area for which the permit was issued		

TABLE 91-2				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	dosimeter log	log of each entry used to control the number of individuals in a nuclear reactor plant at any one time, record the amount of radiation exposure by each individual while in the plant, and provide a record of who is in the plant in event of an emergency	at reactor facility	
8	process control charts	graphic presentations used in analyzing trends in plant chemistry parameters, and provide a basis for determining the need for changes in chemical treatment of various plant systems		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
9	occupational exposure	dosimeter film exposure listing used to prepare the record of occupational exposure to ionizing radiation which is forwarded for inclusion in individual's medical records		destroy after 1 year. AUTH: N1-AFU-90-3
10	operator training	training and certification records of assigned reactor operator		Destroy 100 years after inactivation of facility (note). AUTH: N1-AFU-88-35
11	radioactive waste disposal	shipping manifests, inventories, analytical data and related records of waste generated at the facility.		
12	safety analysis	safety meeting minutes pertaining to safety related analysis and studies of the nuclear reactor facility and operation, reports, and related records	at reactor facility	
13	reactor design	reports, analysis, and related records on design, evaluation, procurement, construction, and safety analysis of reactor systems		

**NOTE:** The Air Force oversight agency reviews these nuclear reactor records prior to scheduled destruction to determine if longer retention is necessary.

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

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>a</b>	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>b</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
<b>c</b>	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.

<b>TABLE 91-3</b>				
<b>ACCIDENT/INCIDENT REPORT</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	nuclear weapon accident/incident deficiency analyses and summaries	analyses and statistical data summaries prepared for use in accident prevention, and quarterly summaries of nuclear accident/incident deficiency reports	filed with accident/incident deficiency report	destroy with related reports. AUTH: N1- AFU-90-3
<b>2</b>			filed with nuclear weapon system case file	destroy with case file (table 91-1). AUTH: N1-AFU-90-3
<b>3</b>	nuclear weapon accident/incident deficiency report (also see table 32-26, rules 1, 2 and 3)	initial preliminary, supplemental, or formal reports of accident/incident deficiencies under AFI 91-204	original paper records at HQ AFSA/SEN	destroy after microfilm or automated data is determined adequate substitute. AUTH: N1- AFU-90-3
<b>4</b>			microfilm copies of automated data	destroy after 30 years. AUTH: N1-AFU-90-3
<b>5</b>			copies retained by originator	destroy after 2 years, or on inactivation of the activity, whichever is sooner. AUTH: N1- AFU-90-3
<b>5.01</b>			copies at HQ USAF, MAJCOMs/DRUs/FO As, and below	destroy after 2 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>6</b>	reactor/radioisotope systems accident/ incident reports		original paper records at HQ AFSA/SEN	destroy after microfilm or automated data is determined adequate substitute. AUTH: N1- AFU-90-3
<b>7</b>			microfilm copies of automated data	destroy after 30 years. AUTH: N1-AFU-90-3
<b>8</b>			copies retained by originator	destroy after 2 years, or on inactivation of the activity, whichever is sooner. AUTH: N1- AFU-90-3
<b>8.01</b>			copies at HQ USAF, MAJCOMs/DRUs/FO As, and below	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, with the exception that rules "a" and "b" do not apply to rules 1, 2, 3, 4, 6, and 7:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 91-4				
SAFETY PROGRAM ADMINISTRATION				
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	safety program coordination	letters requesting/certifying that teams have received safety indoctrination briefings at installations to which they are deployed.	at unit of assignment	destroy 1 year after job is completed. AUTH: N1-AFU-90-3
<b>2</b>	safety studies	individual studies which disclose areas in human factors or in design, training, operations, or maintenance of AF equipment that may have a mishap potential, and supporting records	at HQ USAF/SE or HQ AFSA	destroy when superseded, obsolete or no longer needed (EXCEPTION: see AFI 37-139, for disposal of collections of such records considered worthy of preservation). AUTH: N1-AFU-90-3
<b>3</b>			at MAJCOMs/DRUs/FO As and below	destroy when no longer needed. AUTH: N1-AFU-90-3
<b>4</b>	safety visit reports, evaluations, assessments, or inspections	final reports and supporting correspondence relating to findings and recommendations during safety visits	at HQ USAF/SE and HQ AFSA	destroy after 6 years. AUTH: N1-AFU-90-3
<b>4.01</b>			at wing/installation safety offices	destroy after 1 years. AUTH: N1-AFU-90-3
<b>5</b>	explosive operations, construction modifications, explosive facilities, exposed non-explosive support facilities and/or operations	site plans, exceptions and explosives licenses with all related drawings, specifications, cover letters, and approval documents		destroy when superseded, obsolete, or cancelled. AUTH: N1-AFU-90-3
<b>6</b>	operational review reports	reports, related background material, and correspondence, accumulated as a result of DOD- required periodic reviews to re-examine the adequacy and suitability of safety features in weapon design procedures throughout the stockpile-to- target sequence and safety rules	at HQ USAF and HQ AFSA	destroy 2 years after the weapon system is declared obsolete, nonoperational or dropped from the AF inventory. AUTH: N1-AFU-90-3
<b>7</b>			at MAJCOMs/DRUs/FO As	destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
<b>8</b>	hazard reports	reports, with related attachments and correspondence, concerning but not limited to weapons, ground, and flying hazards		destroy after 5 years. AUTH: N1-AFU-90-3

TABLE 91-4

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
9	safety programming	safety inspection program, field effort itineraries, team personnel rosters and change sheets, records on personnel augmentation, and information pertinent to specific safety field efforts		destroy after programming the next cycle's safety coverage. AUTH: N1-AFU-90-3
10	safety council meetings	minutes of meetings related to flight, ground, explosive, missile, space, and nuclear safety operations and their improvement		destroy after 1 year. AUTH: N1-AFU-90-3
11	safety education material	originals of any materials included in final publications, such as safety magazines, kits, etc.,		destroy when no longer needed. AUTH: N1-AFU-90-3
12	ground safety management	reports concerning mishap prevention activities with identifying problems, surveillance of accomplishments and evaluating prevention activities		destroy after 2 years. AUTH: N1-AFU-90-3
13	(RESERVED)			(RESERVED)
14				
15	danger tags, warning tags, or caution tags			destroy when no longer needed. AUTH: N1-AFU-90-3
16	hazard abatement plans	USAF Hazard Abatement Log		destroy 5 years after closing action taken. AUTH: N1-AFU-90-3
17	variances to AF occupational safety and health (AFOSH) requirements	requests for variances, related records, records of variances, and alternate safety/health measures		destroy 1 year after variance terminated. AUTH: N1-AFU-90-3
18	traffic safety education (TSE) and supervisor safety training (SST)	Automated Personnel Data System (APDS) entries for military members or appropriate personnel data system-civilian (PDS-C) for civilian personnel documenting individual's completion of standard traffic safety course, motorcycle operator courses, driver improvement program, and supervisor safety training	at installation MPFs and CPFs	destroy (delete) upon individual's discharge, separation, or forward entry data to next PCS installation MPF or CPF. AUTH: N1-AFU-91-6
19		above computer TSE and SST data on disc	at installation safety office	delete/update data on disc, and send periodically back to MPF or CPF for computer update. AUTH: N1-AFU-91-6
20		APDS and PDS-C computer listings of updated TSE and SST training codes		destroy when superseded. AUTH: N1-AFU-91-6
21		copy of Certificate of Competency (AF		destroy upon

TABLE 91-4				
Continued.				
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
		Form 483) for MOPED and motor scooter training		individual's discharge, separation, or PCS. AUTH: NI-AFU-91-6
22		Safety Education Call Roster (AF Form 1286)		destroy after 1 year. AUTH: NI-AFU-91-6
23		motorcycle safety training data	at HQ AFSA, MAJCOMs/DRUs/FO As, and installation safety offices	
24	Job safety training	AF Form 55 for individuals	in PCS or PCA status	individual shall hand carry AF Form 55 to next assignment. AUTH: NI-AFU-98-2
25			who discharge, separate or retire	destroy after one year. AUTH: NI-AFU-98-2

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

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 91-5

## MISHAP REPORTING RECORDS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	aircraft, space, missile, explosives, and nuclear mishap reports (also see table 91-1, rules 3, 4, and 5)	USAF mishap report series, with pertinent attachments, records and related papers used in reporting and investigating mishaps under AFI 91-204	at HQ USAF/SE and HQ AFSA	disposition pending. AUTH: Unscheduled
<b>2</b>			microfilm at HQ AFSA	destroy after 30 years, or when no longer needed, whichever is later. AUTH: NI-AFU-90-3
<b>3</b>			at MAJCOMs and below	destroy after 2 years, or on inactivation of the activity, whichever is sooner (See Note 2) (EXCEPTION: same as rule 5D). AUTH: NI-AFU-90-3
<b>4</b>	ground mishap reports	USAF mishap report series, with pertinent attachments, records and related papers	at HQ AFSA	destroy after 5 years. AUTH: NI-AFU-90-3

TABLE 91-5				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5			at MAJCOMs/DRUs/FO As and below	destroy after 2 years, or on inactivation of the activity, whichever is sooner (EXCEPTION: MAJCOMs/DRUs/FOA s may retain for 5 years those portions of reports and attachments that are essential to safety analysis). AUTH: N1-AFU-90-3
6	flight, ground, space, missile and explosives mishap paraphrased information messages	essential information from selected mishap reports	at units	destroy after 1 year. AUTH: N1-AFU-90-3
7	automated mishap data	punched cards and magnetic tapes which are coded information relative to mishap causes, phase of operation, type of accident, crew injuries, damage, time and place of occurrence, weather conditions etc.,		destroy when no longer needed. AUTH: N1- AFU-90-3
8	mishap logs and inventories	records used as an aid in researching for occurrences involving specific vehicles and/or individuals		
9	mishap/incident reference sheets	records used to research specific occurrences involving aircraft and missile mishaps/incidents	at HQ AFSA	destroy after 2 years. AUTH: N1-AFU-90-3
10			microfilm copies	destroy after 30 years. AUTH: N1-AFU-90-3
11	pilot repeater files	EAM cards which serve as a record file of rated individuals involved in one or more mishaps/incidents	at HQ AFSA	destroy when no longer needed. AUTH: N1- AFU-90-3
12	occupational injuries and illnesses	Illnesses and Injuries (AF Form 739)	at organizational levels	destroy after 5 years. AUTH: N1-AFU-90-3

**NOTE(S):**

1. Reports of those mishaps/incidents which result in wide public interest, congressional inquiry or investigation, or possible change in relations with a foreign nation, will be retired as permanent.
2. Records pertaining to Senior Crown and Senior Year aircraft will be destroyed 2 years after weapon systems are declared obsolete, or dropped from AF inventory.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a", "b", and "c" do not apply to rule 1, and rules "a" and "b" do not apply to rules 6, 7, and 9:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 91-6**  
**MISHAP SUMMARIES**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	mishap summaries	equipment and personnel analyses on mishaps which have occurred during a specific period, including survival and ejection summaries		destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
2	ground mishap summaries	ground mishap summaries, forms, and correspondence, which constitutes a preliminary monthly summary of ground mishaps		destroy after 2 years. AUTH: N1-AFU-90-3
3	(RESERVED)			(RESERVED)
4	USAF mishap bulletins	statistical tables that summarize under one cover the USAF mishap experience for a fiscal year		destroy when no longer needed. AUTH: N1-AFU-90-3

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

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 91-7**  
**ALLEGED FLYING VIOLATIONS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	final reports of investigations	reports of outstanding significance, such as alleged flying violations of international borders		retire as permanent (See Note). AUTH: NC1-AFU-80-8
2		reports of not outstanding significance		destroy 2 years after case is reviewed, analyzed and/or closed. AUTH: N1-AFU-90-3
3		reports of flying evaluations board proceedings		dispose of with the records of which they are made a part. AUTH: N1-AFU-90-3
4		reports of court-martial proceedings		
5		reports of claims against the government		
6		reports made part of aircraft accident reports		
7		information copies of reports		destroy 1 year after investigation is completed. AUTH: N1-AFU-90-3

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

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a", "b", and "c" do not apply to rules 4 and 6, and rules "a" and "b" do not apply to rule 1:

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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