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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER | NI-AFU-97-10 |
| 1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE | | DATE RECEIVED | 2-20-97 |
| 2 MAJOR SUBDIVISION DIRECTORATE OF MISSION SYSTEM | | NOTIFICATION TO AGENCY | |
| 3 MINOR SUBDIVISION INFRASTRUCTURE DIVISION | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 4 NAME OF PERSON WITH WHOM TO CONFER JESSICA L. SPENCER | 5. TELEPHONE 703-695-4263 | DATE <i>for</i> | ARCHIVIST OF THE UNITED STATES <i>5/28/97</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 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

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| DATE <i>12 Feb 97</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | TITLE ROBERT E. CARR, Col, USAF Chief, Infrastructure Div |
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| 7 ITEM NO | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-----------------|--|---|--|
| ① | <p>ONE -TIME AUTHORIZATION FOR EARLY DISPOSAL OF SHORT TERM TEMPORARY RECORDS DUE TO CLOSURE OF 928 Mission Support Squadron/ O'Hare International Airport</p> <p>Request NARA approval for the 928 Mission Support Squadron at O'Hare International Airport to destroy temporary records at attachment 1.</p> <p><i>This authorization may be applied to other closing bases to effect the early disposal of records covered by the same tables and rules of AFMAN 37-139 and the same records covered by subsequent records manuals.</i></p> | | |

03/13/97 11:47 0703 614 7998

| <u>ITEM</u> | <u>TITLE</u> | <u>AFMAN 37-139 DISPOSITION</u> | <u>REMARKS</u> |
|--------------|--|---|---|
| 1 | AIR FORCE RESERVE APPLICATIONS (DISAPPROVED APPLICATIONS OF ELIGIBLE OFFICERS FOR ENTRY ON EAD) | T 10-14, R 01.01 | DESTROYED 1 YEAR AFTER DISAPPROVAL |
| 2 | AIR FORCE RESERVE APPLICATIONS (APPROVED APPLICATIONS PERTAINING TO INDIVIDUALS WITH OR WITHOUT PRIOR MILITARY SERVICE WHO HAVE DECLINED APPOINTMENT) | T 10-14, R 02.00 | DESTROY 2 YEARS AFTER INDIVIDUAL DECLINES APPOINTMENT |
| 3 | PARTICIPATION (UNIT TRAINING ASSEMBLY PARTICIPATION) | T 10-15, R 15.00 | 1 FISCAL YEAR |
| 4 | FLIGHT PLANS (RELATED TO AIRCRAFT INVOLVED IN AN ACCIDENT) | T 13-07, R 04.00/ R 14-01, R 05.00 | DESTROYED 1 YEAR AFTER INVESTIGATION IS COMPLETED |
| 5 | FLIGHT CHECK REPORTS | T13-08, R28.00/ T11-1, R 5.00 | 1 YEAR |
| 6 | AMMUNITION AND EXPLOSIVE MATERIEL SURVEILLANCE | T 21-21, R 06.00 | DESTROY 2 YEARS AFTER A AMMO IS SHIPPED |
| 7 | DAILY TRANSACTION REGISTER | T 23-04, R 09.00 | 1 YEAR |
| 8 | WEAPONS AND COMSEC EQUIPMENT CONTROL FILES (HISTORICAL INFO) | T 23-04, R 30.00 | 2 YEARS |
| 9 | BASE MATERIEL/SUPPLY AUTOMATED SYSTEM (UNIVAC 1050-II) | T 23-04, R 32.00 | 2 YEARS AFTER CLOSE OF FISCAL YEAR |
| 10 | ALLOWANCES/AUTHORIZATION CHANGE REQUESTS AND CUSTODIAN REQUEST/RECEIPT (APPROVED UNDER MISC CODES) | T 23-05, R 05.00 | HOLD WITH SUPPORTING RECORDS FOR AS LONG AS AUTHORIZATION REMAINS IN EFFECT/OR APPEARS ON CL VALI- DATED & SIGNED BY THE APPROPRIATE CERTIFYING OFFICIAL |

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| 11 | ALLOWANCES/AUTHORIZATION CHANGE REQUESTS AND CUSTODIAN REQUEST/RECEIPT (SPECIAL APPROVALS) | T 23-05, R 09.00 | HOLD WITH SUPPORTING RECORDS FOR AS LONG AS AUTHORIZATION REMAINS |
| 12 | MONTHLY TRANSACTION REGISTERS | T 23-09, R 05.00 | 2 YEARS |
| 13 | EQUIPMENT MANAGEMENT REPORTS, REDISTRIBUTION ORDERS (RDO'S), TRANSFERS AND LOANS (EQUIPMENT MANAGEMENT REPORTS) | T 23-11, R 31.00 | DESTROY 1 YEAR AFTER ACTION IS COMPLETED |
| 14 | CONSTRUCTION PROJECT PROPOSALS | T 23-18, R 17.00/ T32-15/ R 4.00 | DESTROY WHEN NO LONGER NEEDED OR 1 YEAR AFTER CONTRACT AUTHORIZATION |
| 15 | FIREARM AUTHORIZATION FOR EMPLOYEES (RECORD COPIES) | T 31-01, R 18.00 | DESTROY 2 YEARS AFTER EXPIRATION OR REVOCATION |
| 16 | SECURITY TERMINATION STATEMENTS (TERMINATE ACCESS - AT UNIT LEVEL) | T 31-04, R 26.00 | 2 YEARS |
| 17 | NATO OR INTERNATIONAL PACT ORGANIZATION (IPO) CONTROL RECORDS (LOGS, RECEIPTS, AND DESTRUCTION RECORDS FOR NATO SECRET MATERIAL) | T 31-04, R 34.00 | DESTROY 2 YEARS AFTER MATERIAL DESTROYED OR TRANSFERRED |
| 18 | POLLUTANT ANALYSIS REPORTS | T 32-01, R 08.00 | 3 YEARS |
| 19 | VIOLATIONS OF ENVIRONMENTAL STANDARDS | T32-01, R 10.00 | DESTROY AFTER 3 YEARS AFTER THE LAST ACTION TAKEN TO CORRECT THE VIOLATION |
| 20 | EMISSION INVENTORY | T 32-01, R 12.00 | DESTROY WHEN UPDATED |
| 21 | PROGRAM REPORTS (MCP) | T 32-07, R 14.00 | 30 SEP REPORT - 5 YEARS |
| 22 | AIR BASE PLANNING RECORDS (COMPREHENSIVE PLANS AND SUPPORTING DATA) (AT BASES/STATIONS) | T 32-17, R 04.00 | 2 YEARS |

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| 23 | GARBAGE AND REFUSE COLLECTION SERVICES (EXCLUDING PROCUREMENT CONTRACT FILES) | T 32-26, R 03.00 | DESTROY 2 YEARS OR NO LONGER NEEDED WHICH EVER IS LATER |
| 24 | EQUIPMENT (INSPECTION RECORDS FOR RADIAC EQUIPMENT) AFTER LAST ENTRY | T 32-39, R 17.00 | DESTROY 24 MONTHS |
| 25 | AIR BASE OPERABILITY (ABO) PLANNING (AT OTHER MAJCOM'S AND BELOW) | T 32-40, 01.01 | DESTROY 2 YEARS AFTER SUPERSEDED OBSOLETE OR NO LONGER NEEDED |
| 26 | STAFF ASSISTANCE VISITS | T 32-40, R 04.00 | DESTROY 2 YEARS AFTER SUPERSEDED OBSOLETE OR NO LONGER NEEDED |
| 27 | ABO PROGRAM, EQUIPMENT, AND FUNDING INITIATIVES | T 32-40, R 05.00 | DESTROY 2 YEARS AFTER SUPERSEDED OBSOLETE OR NO LONGER NEEDED |
| 28 | AUTOMATION EQUIPMENT TITLE TRANSFER | T 33-04, R 04.00 | DESTROY 5 YEARS AFTER FACILITY REMOVAL OR SYSTEM TERMINATION |
| 29 | HARDWARE SELECTION | T 33-04, R 05.00 | DESTROY 2 YEARS AFTER SPECIFIED CONFIGURATION OF EQUIP IS DISCONTINUED |
| 30 | CONCEPTS OF OPERATIONS, ENGINEERING, LOGISTICS, AND MAINTENANCE | T 33-04, R 06.00/ T33-4, R 16.00 | DESTROY 2 YEARS AFTER PROGRAM COMPLETION OR CANCELLATION |
| 31 | PROJECT FILE (COPIES AT FACILITY OPERATING LOCATION) | T 33-04, R 12.00 | DESTROY AFTER COMPLETION OF PROGRAM OR CANCELLATION WHICH IS LATER |
| 32 | ADPE ACCOUNTABILITY (PHYSICAL INVENTORY AND GLAC MAINTAINED BY ECO) | T 33-07, R 10.00 | 3 YEARS |

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| 33 | NAF WAGE SCHEDULES | T 34-12, R 09.00 | DESTROY 4 YEARS AFTER SUPERSEDED OR CANCELED PROVIDED ANY NEEDED CORRECTIVE ACTION HAS BEEN TAKEN PER TABLE 65-3 |
| 34 | NAF PERFORMANCE/APPRaisal RATINGS- APPEALS | T 34-12, R 43.00 | 3 YEARS AFTER DATE FINAL DECISION |
| 35 | NAF MEDICAL DATA | T 34-12, R 60.00 | DESTROY WHEN SUPERSEDED, OR WHEN INDIVIDUAL IS TRANSFERRED FROM NAF SERVICES |
| 36 | NAF CUSTODIAN CERTIFICATE (AT NAF ACTIVITIES) | T 34-14, R 09.01 | DESTROY 1 YEAR AFTER CHANGE OF CUSTODIAN |
| 37 | INDIVIDUAL ATTENDANCE, OVERTIME, AND FLEXTIME | T 34-14, R 39.01 | DESTROY AFTER GAO AUDIT OR WHEN 6 YEARS OLD, WHICHEVER IS SOONER |
| 38 | CONGESSIONAIRES (CASE FILES) | T 34-16, R 07.00 | 4 YEARS AFTER TERM- INATION OF AGREEMENT |
| 39 | ACCOUNTABILITY RECORDS OF ISSUANCE OF IDS COVERED BY 30-20 | T 36-02, R 15.00 | 5 YEARS |
| 40 | PASSPORTS AND VISAS (RECEIPTS AND RELATED CORRESPONDENCE FOR THE ISSUANCE OF PASSPORTS) | T 36-02, R 19.00 | DESTROY WHEN PASSPORT IS RENEWED |
| 41 | CASUALTY REPORTING, NOTIFICATION, AND ASSISTANCE RECORDS | T 36-03, R 02.00 | 1 YEAR AFTER CASE IS CLOSED |
| 42 | CENTRAL AND LOCAL TABLES | T 36-04, R 10.00 | DESTROYED WHEN REPLACED BY A NEW LISTED |
| 43 | CAREER INFORMATION AND COUNSELING (AT UNITS OF ASSIGNMENT) | T 36-13, R 01.00 | SEND TO GAINING UNIT UPON PCA, DESTROY 1 YEAR AFTER LOSS OF MEMBER |

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| 44 | REJECTED ENLISTMENT APPLICATIONS | T 36-14, R 02.00 | DESTROY 2 YEARS |
| 45 | LINE OF DUTY (LOD) DETERMINATION FILE (AT UNITS OF ASSIGNMENT) | T 36-16, R 08.01 | DESTROY 1 YR AFTER RECONCILIATION WITH MPF CAREER ENHANCEMENT |
| 46 | REQUESTS FOR DISCHARGE (DISAPPROVED ACTIONS) | T 36-20, R 04.00 | DESTROY 6 MONTHS AFTER NOTIFICATION OF DISAPPROVAL |
| 47 | EMPLOYEE RECONSIDERATION FILES | T 36-26, R 18.00 | 1 YEAR AFTER FINAL DECISION |
| 48 | SEPARATION ACTIONS FOR EMPLOYEES SERVING OF INITIAL APPOINTMENT PROBATION | T 36-29, R 08.00 | 2 YEARS AFTER DATE OF SEPARATION |
| 49 | GRIEVANCES FILED UNDER NEGOTIATION GRIEVANCE PROCEDURE | T 36-31, R 08.00 | 5 YEARS AFTER FINAL RESOLUTION |
| 50 | ARBITRATION AWARDS RENDERED UNDER NEGOTIATED AGREEMENT, AND APPEALS THEREFROM TO FEDERAL LABOR RELATIONS AUTHORITY | T 36-31, R 10.00 | 5 YEARS AFTER FINAL RESOLUTION |
| 51 | SUPERVISOR'S EMPLOYEE WORK FOLDER (ORAL ADMONISHMENT/REPRIMAND) | T 36-32, R 04.03 | REMOVE 2 YEARS FROM DATE OF ADMONISHMENT |
| 52 | SUPERVISOR'S EMPLOYEE WORK FOLDER (PERFORMANCE APPRAISAL) | T 36-32, R 04.04 | DESTROY 3 YEARS AFTER DATE OF APPRAISAL |
| 53 | SAFETY AWARDS (OTHER THAN RULES 20 AND 21) | T 36-33, R19.00 | 2 YEARS |
| 54 | UNIT TRAINING PROGRAM | T 36-38, R6.00/ T38-1, R2.00 | DESTROY AFTER 1 YEAR |
| 55 | STUDENT ENROLLMENT IN CCAF ASSOCIATE DEGREE PROGRAMS (FOR STUDENTS WHO HAVE NOT COMMUNICATED WITH CCAF FOR 3 YEARS) | T 36-48, R 03.01 | DESTROY 3 YEARS AFTER LAST COMMUNICATION |
| 56 | SUPERVISOR'S EMPLOYEE WORK FOLDER (CORRESPONDENCE, FORMS, AND OTHER RECORDS) | T 36-32, R 14.00 | DESTROY 1 YEAR AFTER SEPARATION OR TRANSFER |

[Amended by R.
Wet per J.
Spencer, 3-17-97]
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| 56A | STUDENT ENROLLMENT IN CCAF ASSOCIATE DEGREE PROGRAMS (FOR STUDENTS WHO HAVE COMPLETED PROGRAM REQUIREMENTS) | T 36-48, R 03.02 | DESTROY 1 CALENDAR YEAR AFTER GRADUATION |
| 57 | MEDICAL EQUIPMENT MANAGEMENT REPORTS | T 41-04, R 45.00 | DESTROY AFTER 1 YEAR OR NO LONGER IS NEEDED WHICH EVER IS LATER |
| 58 | DRUG ABUSE TESTING ("NO SHOW" RECORD FOR PERS FAILING TO REPORT) | T 44-05, R 02.00 | 2 YEARS |
| 59 | MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY LOG (AF FORM 1041) | T 48-01, R 05.00 | 5 YEARS |
| 60 | RADIATION EXPOSURE DATA (OEHL FORM 1499, REPORT OF OCCUPATIONAL EXPOSURE TO IONIZING RADIATION) | T 48-04, R 07.00 | DESTROY WHEN AF FORM 1527 FOR REPORT PERIOD RECEIVED |
| 61 | LEGAL ASSISTANCE CASES | T 51-01, R 11.00 | DESTROYED WHEN CASE IS CLOSED |
| 62 | GENERAL CONTRACT CASE FILES (AT OR BELOW FAR PART 13 LIMITATION) | T 64-01, R 11.00 | DESTROY 1 YEAR AFTER FINAL PAYMENT |
| 63 | RCS REPORTS | T 64-02, R 04.00 | DESTROY AFTER PROCESSING THROUGH DATA PROCESSING INSTALLATION AND TRANSACTION DOCUMENT HAS BEEN RECEIVED OR CANCELED |
| 64 | BASIC AGREEMENTS (AT PO'S THAT ADMINISTER CONTRACT) | T 64-05, R 02.00 | DESTROY 6 YEARS AFTER CANCELLATION |
| 65 | INTERNAL CONTROL PLAN | T 65-01, R 06.00 | 5 YEARS |
| 66 | CONGRESSIONAL INQUIRIES (BELOW HQ USAF) | T 90-04, R 02.00 | 5 YEARS |
| 67 | GARNISHMENT ACTIONS (CASE FILES IN DESIGNATED CENTRAL CONTROL OFFICE) | T 177-00, R 12.00 | DESTROY 6 YEARS AFTER CASE IS CLOSED |

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- ~~68~~ ~~APPLICATIONS TO KEEP CASE ON HAND~~ ~~T 177-17, R 05.00~~ ~~DESTROY 6 YEARS AFTER CLOSE OF FY TO WHICH WHICH IT PERTAINS~~
- 69 RECORD TRANSMITTAL (COMMERCIAL SERVICES) T 177-18, R 08.00 DESTROY 6 MONTHS AFTER RECEIPT IS FURNISH
- ~~70~~ ~~AGENT ACCOUNTABILITY (AGENT OFFICER'S CASH BLOTTER/COMPARABLE FORMS)~~ ~~T 177-19, R 05.00~~ ~~DESTROY 4 YEARS AFTER CLOSE OF FY TO WHICH THEY PERTAIN~~
- ~~71~~ ~~INDIVIDUAL LEAVE (CIVILIAN INDIVIDUAL LEAVE FORMS, RECORDS)~~ ~~T 177-21, R 02.00~~ ~~3 PAYROLL YEARS~~
- ~~72~~ ~~ALLOWANCES AND DIFFERENTIAL ELIGIBILITY FILES~~ ~~T 177-21, R 10.00~~ ~~3 PAYROLL YEARS~~

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**List of Withdrawn Items
That Had Been Proposed for Early Disposal
in N1-AFU-97-10**

Notes The items listed below have been marked through on the SF 115 They had been proposed for early disposal in N1-AFU-97-10 but have now been withdrawn from the job because of their apparent or possible value in protecting legal and financial rights Therefore, the records covered by them are not authorized for disposal until their approved retention periods expire All items are cited by table and rule number as found in AFMAN 37-139 Air Force should delete these withdrawn items from its list (arranged by AFMAN 37-139 table and rule numbers) of items approved for early destruction whenever bases close It should also delete from that list any items withdrawn from earlier SF 115s involving base closures, such as N1-AFU-97-01 and N1-AFU-96-16

T13-07, R04 00
T31-01, R18 00
T31-04, R26 00
T31-04, R34 00
T32-01, R08 00
T32-01, R10 00
T33-04, R04 00
T34-12, R09 00
T34-12, R43 00
T34-14, R39 01
T34-16, R07 00
T36-02, R15 00
T36-13, R01 00
T36-26, R18 00
T36-29, R08 00
T36-31, R08 00
T36-31, R10 00
T36-32, R04 04
T48-04, R07 00
T64-01, R11 00
T64-05, R02 00
T65-01, R06 00
T177-08, R12 00
T177-17, R05 00
T177-19, R05 00
T177-21, R02 00
T177-21, R10 00

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ATTCH 1

HQ AFRES/IM
928 AG/MSI

02/12/97 WED 14:06 FAX 497 0473
02/11/97 17:48 31 25 6229

| <u>ITEM</u> | <u>TITLE</u> | <u>AFMAN 37-139 DISPOSITION</u> | <u>REMARKS</u> |
|-------------|--|-------------------------------------|---|
| 1 | AIR FORCE RESERVE APPLICATIONS (DISAPPROVED APPLICATIONS OF ELIGIBLE OFFICERS FOR ENTRY ON EAD) | T 10-14, R 01.01 | DESTROYED 1 YEAR AFTER DISAPPROVAL |
| 2 | AIR FORCE RESERVE APPLICATIONS (APPROVED APPLICATIONS PERTAINING TO INDIVIDUALS WITH OR WITHOUT PRIOR MILITARY SERVICE WHO HAVE DECLINED APPOINTMENT) | T 10-14, R 02.00 | DESTROY 2 YEARS AFTER INDIVIDUAL DECLINES APPOINTMENT |
| 3 | PARTICIPATION (UNIT TRAINING ASSEMBLY PARTICIPATION) | T 10-15, R 15.00 | 1 FISCAL YEAR |
| 4 | FLIGHT PLANS (RELATED TO AIRCRAFT INVOLVED IN AN ACCIDENT) | T 13-07, R 04.00 | DESTROYED 1 YEAR AFTER INVESTIGATION IS COMPLETED |
| 5 | FLIGHT CHECK REPORTS | T 13-08, R 28.00 | 1 YEAR |
| 6 | AMMUNITION AND EXPLOSIVE MATERIEL SURVEILLANCE | T 21-21, R 06.00 | DESTROY 2 YEARS AFTER A AMMO IS SHIPPED |
| 7 | DAILY TRANSACTION REGISTER | T 23-04, R 09.00 | 1 YEAR |
| 8 | WEAPONS AND COMSEC EQUIPMENT CONTROL FILES (HISTORICAL INFO) | T 23-04, R 30.00 | 2 YEARS |
| 9 | BASE MATERIEL/SUPPLY AUTOMATED SYSTEM (UNIVAC 1050-II) | T 23-04, R 32.00 | 2 YEARS AFTER CLOSE OF FISCAL YEAR |
| 10 | ALLOWANCES/AUTHORIZATION CHANGE REQUESTS AND CUSTODIAN REQUEST/RECEIPT (APPROVED UNDER MISC CODES) | T 23-05, R 05.00 | HOLD WITH SUPPORTING RECORDS FOR AS LONG AS AUTHORIZATION REMAINS IN EFFECT/OR APPEARS ON CL VALI- DATED & SIGNED BY THE APPROPRIATE CERTIFYING OFFICIAL |

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| 11 | ALLOWANCES/AUTHORIZATION CHANGE REQUESTS AND CUSTODIAN REQUEST/RECEIPT (SPECIAL APPROVALS) | T 23-05, R 09.00 | HOLD WITH SUPPORTING RECORDS FOR AS LONG AS AUTHORIZATION REMAINS |
| 12 | MONTHLY TRANSACTION REGISTERS | T 23-09, R 05.00 | 2 YEARS |
| 13 | EQUIPMENT MANAGEMENT REPORTS, REDISTRIBUTION ORDERS (RDO'S), TRANSFERS AND LOANS (EQUIPMENT MANAGEMENT REPORTS) | T 23-11, R 31.00 | DESTROY 1 YEAR AFTER ACTION IS COMPLETED |
| 14 | EQUIPMENT CUSTODIAN FILE (CA/CRL AND WEAPONS SERIAL NUMBER LISTING) | T 23-11, R 40.00 | FINAL CA/CRL 3 YEARS |
| 15 | EQUIPMENT CUSTODIAN FILE (SUSPENSE COPIES - CUSTODIAN REQUESTS/RECEIPTS) | T 23-11, R 42.00 | FINAL CA/CRL 3 YEARS |
| 16 | CONSTRUCTION PROJECT PROPOSALS | T 23-18, R 17.00 | DESTROY WHEN NO LONGER NEEDED OR 1 YEAR AFTER CONTRACT AUTHORIZATION |
| 17 | DRIVERS QUALIFICATION (MILITARY SEPARATED/DISCHARGED) | T 24-02, R 13 | DESTROY AFTER 3 YEARS |
| 18 | FIREARM AUTHORIZATION FOR EMPLOYEES (RECORD COPIES) | T 31-01, R 18.00 | DESTROY 2 YEARS AFTER EXPIRATION OR REVOCATION |
| 19 | SECURITY TERMINATION STATEMENTS (TERMINATE ACCESS - AT UNIT LEVEL) | T 31-04, R 26.00 | 2 YEARS |
| 20 | NATO OR INTERNATIONAL PACT ORGANIZATION (IPO) CONTROL RECORDS (LOGS, RECEIPTS, AND DESTRUCTION RECORDS FOR NATO SECRET MATERIAL) | T 31-04, R 34.00 | DESTROY 2 YEARS AFTER MATERIAL DESTROYED OR TRANSFERRED |
| 21 | POLLUTANT ANALYSIS REPORTS | T 32-01, R 08.00 | 3 YEARS |
| 22 | VIOLATIONS OF ENVIRONMENTAL STANDARDS | T32-01, R 10.00 | DESTROY AFTER 3 YEARS AFTER THE LAST ACTION TAKEN TO CORRECT THE VIOLATION |

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| 23 | EMISSION INVENTORY | T 32-01, R 12.00 | DESTROY WHEN UPDATED |
| 24 | PROGRAM REPORTS (MCP) | T 32-07, R 14.00 | 30 SEP REPORT - 5 YEARS |
| 25 | AIR BASE PLANNING RECORDS (COMPREHENSIVE PLANS AND SUPPORTING DATA) (AT BASES/STATIONS) | T 32-17, R 04.00 | 2 YEARS |
| 26 | GARBAGE AND REFUSE COLLECTION SERVICES (EXCLUDING PROCUREMENT CONTRACT FILES) | T 32-26, R 03.00 | DESTROY 2 YEARS OR NO LONGER NEEDED WHICH EVER IS LATER |
| 27 | EQUIPMENT (INSPECTION RECORDS FOR RADIAC EQUIPMENT) AFTER LAST ENTRY | T 32-39, R 17.00 | DESTROY 24 MONTHS |
| 28 | AIR BASE OPERABILITY (ABO) PLANNING (AT OTHER MAJCOM'S AND BELOW) | T 32-40, 01.01 | DESTROY 2 YEARS AFTER SUPERSEDES OBSOLETE OR NO LONGER NEEDED |
| 29 | STAFF ASSISTANCE VISITS | T 32-40, R 04.00 | DESTROY 2 YEARS AFTER SUPERSEDES OBSOLETE OR NO LONGER NEEDED |
| 30 | ABO PROGRAM, EQUIPMENT, AND FUNDING INITIATIVES | T 32-40, R 05.00 | DESTROY 2 YEARS AFTER SUPERSEDES OBSOLETE OR NO LONGER OBSOLETE |
| 31 | AUTOMATION EQUIPMENT TITLE TRANSFER | T 33-04, R 04.00 | DESTROY 5 YEARS AFTER FACILITY REMOVAL OR SYSTEM TERMINATION |
| 32 | HARDWARE SELECTION | T 33-04, R 05.00 | DESTROY 2 YEARS AFTER SPECIFIED CONFIGURATION OF EQUIP IS DISCONTINUED |
| 33 | CONCEPTS OF OPERATIONS, ENGINEERING, LOGISTICS, AND MAINTENANCE | T 33-04, R 06.00 | DESTROY 2 YEARS AFTER PROGRAM COMPLETION OR CANCELLATION |

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|----|--|-----------------------------|---|
| 34 | PROJECT FILE (COPIES AT FACILITY OPERATING LOCATION) | T 33-04, R 12.00 | DESTROY AFTER COMPLETION OF PROGRAM OR CANCELLATION WHICH IS LATER |
| 35 | ADPE ACCOUNTABILITY (PHYSICAL INVENTORY AND GLAC MAINTAINED BY ECO) | T 33-07, R 10.00 | 3 YEARS |
| 36 | NAF WAGE SCHEDULES | T 33-12, R 09.00 | DESTROY 4 YEARS AFTER SUPERSEDED OR CANCELED PROVIDED ANY NEEDED CORRECTIVE ACTION HAS BEEN TAKEN PER TABLE 65-3 |
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| 38 | NAF MEDICAL DATA | T 34-12, R 60.00 | DESTROY WHEN SUPERSEDED, OR WHEN INDIVIDUAL IS TRANSFERRED FROM NAF SERVICES |
| 39 | NAF CUSTODIAN CERTIFICATE (AT NAF ACTIVITIES) | T 34-14, R 09.01 | DESTROY 1 YEAR AFTER CHANGE OF CUSTODIAN 3 YEARS |
| 40 | INDIVIDUAL ATTENDANCE, OVERTIME, AND FLEXTIME | T 34-14, R 39.01 | DESTROY AFTER GAO AUDIT OR WHEN 6 YEARS OLD, WHICHEVER IS SOONER |
| 41 | CONCESSIONAIRES (CASE FILES) | T 34-16, R 07.00 | 4 YEARS AFTER TERMINATION OF AGREEMENT |
| 42 | ACCOUNTABILITY RECORDS OF ISSUANCE OF IDS COVERED BY 30-20 | T 36-02, R 15.00 | 5 YEARS |
| 43 | PASSPORTS AND VISAS (RECEIPTS AND RELATED CORRESPONDENCE FOR THE ISSUANCE OF PASSPORTS) | T 36-02, R 19.00 | DESTROY WHEN PASSPORT IS RENEWED |
| 44 | CASUALTY REPORTING, NOTIFICATION, AND ASSISTANCE RECORDS | T 36-03, R 02.00 | 1 YEAR AFTER CASES CLOSED |

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02/11/97 17:52

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| 45 | CENTRAL AND LOCAL TABLES | T 36-04, R 10.00 | DESTROYED WHEN REPLACED BY A NEW LISTED |
| 46 | CAREER INFORMATION AND COUNSELING (AT UNITS OF ASSIGNMENT) | T 36-13, R 01.00 | SEND TO GAINING UNIT UPON PCA, DESTROY 1 YEAR AFTER LOSS OF MEMBER |
| 47 | REJECTED ENLISTMENT APPLICATIONS | T 36-14, R 02.00 | DESTROY 2 YEARS |
| 48 | LINE OF DUTY (LOD) DETERMINATION FILE (AT UNITS OF ASSIGNMENT) | T 36-16, R 08.01 | DESTROY 1 YR AFTER RECONCILIATION WITH MPF CAREER ENHANCEMENT |
| 49 | REQUESTS FOR DISCHARGE (DISAPPROVED ACTIONS) | T 36-20, R 04.00 | DESTROY 6 MONTHS AFTER NOTIFICATION OF DISAPPROVAL |
| 50 | EMPLOYEE RECONSIDERATION FILES | T 36-26, R 18.00 | 1 YEAR AFTER FINAL DECISION |
| 51 | SEPARATION ACTIONS FOR EMPLOYEES SERVING OF INITIAL APPOINTMENT PROBATION | T 36-29, R 08.00 | 2 YEARS AFTER DATE OF SEPARATION |
| 52 | GRIEVANCES FILED UNDER NEGOTIATION GRIEVANCE PROCEDURE | T 36-31, R 08.00 | 5 YEARS AFTER FINAL RESOLUTION |
| 53 | ARBITRATION AWARDS RENDERED UNDER NEGOTIATED AGREEMENT, AND APPEALS THEREFROM TO FEDERAL LABOR RELATIONS AUTHORITY) | T 36-31, R 10.00 | 5 YEARS AFTER FINAL RESOLUTION |
| 54 | SUPERVISOR'S EMPLOYEE WORK FOLDER (DEBT LETTERS/WARNING) | T 36-32, R 04.01 | DESTROY 2 YEARS FROM DATE OF LETTER |
| 55 | SUPERVISOR'S EMPLOYEE WORK FOLDER (ORAL ADMONISHMENT/REPRIMAND) | T 36-32, R 04.03 | REMOVE 2 YEARS FROM DATE OF ADMONISHMENT |

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| 56 | SUPERVISOR'S EMPLOYEE WORK FOLDER (CORRESPONDENCE, FORMS, AND OTHER RECORDS) | T 36-32, R 14.00 | DESTROY 1 YEAR AFTER SEPARATION OR TRANSFER |
| 57 | MISCELLANEOUS AF ACTIVITY-SPONSORED PROGRAMS | T 36-33, R18 | DESTROY AFTER 2 YEARS OR WHEN NO LONGER NEEDED |
| 58 | SAFETY AWARDS (OTHER THAN RULES 20 AND 21) | T 36-33, R19 | 2 YEARS |
| 59 | UNIT TRAINING PROGRAM | T 36-38, R6/ T36-1, R2 | DESTROY AFTER 1 YEAR |
| 60 | STUDENT ENROLLMENT IN CCAF ASSOCIATE DEGREE PROGRAMS (FOR STUDENTS WHO HAVE NOT COMMUNICATED WITH CCAF FOR 3 YEARS) | T 36-48, R 03.01 | DESTROY 3 YEARS AFTER LAST COMMUNICATION |
| 61 | STUDENT ENROLLMENT IN CCAF ASSOCIATE DEGREE PROGRAMS (FOR STUDENTS WHO HAVE COMPLETED PROGRAM REQUIREMENTS) | T 36-48, R 03.02 | DESTROY 1 CALENDAR YEAR AFTER GRADUATION |
| 62 | HOST-TENANT SUPPORT AGREEMENTS | T 37-15, R 07.00 | 6 YEARS |
| 63 | MEDICAL EQUIPMENT MANAGEMENT REPORTS | T 41-04, R 45.00 | DESTROY AFTER 1 YEAR OR NO LONGER IS NEEDED WHICH EVER IS LATER |
| 64 | DRUG ABUSE TESTING ("NO SHOW" RECORD FOR PERS FAILING TO REPORT) | T 44-05, R 02.00 | 2 YEARS |
| 65 | MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY LOG (AF FORM 1041) | T 48-01, R 05.00 | 5 YEARS |
| 66 | RADIATION EXPOSURE DATA (OEHL FORM 1499, REPORT OF OCCUPATIONAL EXPOSURE TO IONIZING RADIATION) | T 48-04, R 07.00 | DESTROY WHEN AF FORM 1527 FOR REPORT PERIOD RECEIVED. |
| 67 | LEGAL ASSISTANCE CASES | T 51-01, R 11.00 | DESTROYED WHEN CASE IS CLOSED |

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| 68 | GENERAL CONTRACT CASE FILES (AT OR BELOW FAR PART 13 LIMITATION) | T 64-01, R 11.00 | DESTROY 1 YEAR AFTER FINAL PAYMENT |
| 69 | RCS REPORTS | T 64-02, R 04.00 | DESTROY AFTER PROCESSING THROUGH DATA PROCESSING INSTALLATION AND TRANSACTION DOCUMENT HAS BEEN RECEIVED OR CANCELED |
| 70 | BASIC AGREEMENTS (AT PO'S THAT ADMINISTER CONTRACT) | T 64-05, R 02.00 | DESTROY 6 YEARS AFTER CANCELLATION |
| 71 | INTERNAL CONTROL PLAN | T 65-01, R 06.00 | 5 YEARS |
| 72 | CONGRESSIONAL INQUIRIES (BELOW HQ USAF) | T 90-04, R 02.00 | 5 YEARS |
| 73 | GARNISHMENT ACTIONS (CASE FILES IN DESIGNATED CENTRAL CONTROL OFFICE) | T 177-08, R 12.00 | DESTROY 6 YEARS AFTER CASE IS CLOSED |
| 74 | APPLICATIONS TO KEEP CASE ON HAND | T 177-17, R 05.00 | DESTROY 6 YEARS AFTER CLOSE OF FY TO WHICH WHICH IT PERTAINS |
| 75 | RECORD TRANSMITTAL (COMMERCIAL SERVICES) | T 177-18, R 08.00 | DESTROY 6 MONTHS AFTER RECEIPT IS FURNISH |
| 76 | AGENT ACCOUNTABILITY (AGENT OFFICER'S CASH BLOTTER/COMPARABLE FORMS) | T 177-19, R 05.00 | DESTROY 4 YEARS AFTER CLOSE OF FY TO WHICH THEY PERTAIN |
| 77 | INDIVIDUAL LEAVE (CIVILIAN INDIVIDUAL LEAVE FORMS, RECORDS) | T 177-21, R 01.00 | 3 PAYROLL YEARS |
| 78 | ALLOWANCES AND DIFFERENTIAL ELIGIBILITY FILES | T 177-21, R 10.00 | 3 PAYROLL YEARS |

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