

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-AFU-90-005**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 12/1/2024

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 265/1/5 - 8, 13, 14, 17 - 19, 21, 22, 24, 26, 28, 32 - 35, 37, 41, 43, 48, 49, and 51.

Items 265/1/9 - 10, 25, 27, 29, 30, 40, 45, 46, 52 and 53 are active filing instructions, but not disposition authorities.

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

The following items were superseded by DAA-AFU-2017-0010.

Item 265/1/1 - 4

Item 265/1/11 - 12

Item 265/1/15 - 16

Item 265/1/20

Item 265/1/23

Item 265/1/31

Item 265/1/36

Item 265/1/38 - 39

Item 265/1/42

Item 265/1/44

Item 265/1/47

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# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Item 265/1/50

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

As of 12/1/2024

N1-AFU-90-005

## REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-90-5

DATE RECEIVED

10/2/89

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE - HQ USAF

2. MAJOR SUBDIVISION

DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION

3. MINOR SUBDIVISION

RECORDS MANAGEMENT POLICY SECTION

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

Pierre J. Jost

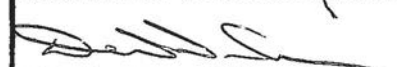
5. TELEPHONE EXT.

694-3527

DATE

5/7/90

ARCHIVIST OF THE UNITED STATES



6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 12 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, if required under the provisions of Title B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence. ☐ is attached, or ☒ is unnecessary.

B. DATE

SEP 22 1989

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe

D. TITLE

GRACE T. ROWE, Chief, Rcds Mgt Policy Sec  
Directorate of Info Mgt and Administration7.  
ITEM  
NO8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)9. GRS OR  
SUPERSEDED  
JOB  
CITATION10. ACTION  
TAKEN  
(NARS USE  
ONLY)

1

CHAPLAIN ACTIVITIES  
(TABLE 265-1, RULES 1 thru 53)  
(APPLICABLE AIR FORCE-WIDE)

Because of many changes in the regulations pertaining to the Chaplain and Nonappropriated Funds activities, the Chief of Chaplains (HQ USAF/HC) asked us to revise the disposition instructions of the records pertaining to the Chaplain funds. The changes are bringing the chaplain funds accounting systems into the age of automation. Another area of changes is the realignment and establishment of uniform retention periods for related chaplain fund accounting documentation. This realignment will decrease the confusion encountered when like records with differing retention periods were maintained together. The logical and systematic restructuring of this table will simplify the filing and disposition of the Chaplain Service records.

2

The records in rule 28 are PERMANENT because they are case files concerning the construction of chapels on Air Force installations. We believe

## Table 265-1 (Cont'd)

that because of engineering innovations and architectural significance (such as the AF Academy chapel) these records should be preserved permanently. A precedent already exists with the US Army whereby you approved permanency of similar records (NC-AU-75-19). At the present time, we have 10 cubic feet of records on hand at this headquarters.

- 3 Rules 31 through 51 are roll over from Table 176-3, Rules 44 through 44.7. (See attached conversion table).

For reasons mentioned above, request you approve the changes in this table for inclusion in our Air Force Regulation 12-50, Volume II.

## CONVERSION TABLE

TABLE 265-1  
(Current)T265-1  
(Revised)

Rule 1	Rule 1
Rule 1.1	Rule 2
Rule 2	Deleted
Rule 3	Deleted
Rule 4	Deleted
Rule 4.1	Rule 19
Rule 5	Rule 14
Rule 6	Rule 31 thru 51
Rule 7	Rule 4
Rule 8 (Reserved)	
Rule 9	Rule 6
Rule 10 (Reserved)	
Rule 11	Rule 7
Rule 12	Rule 22
Rule 13	Rule 23
Rule 14	Rule 16
Rule 15	Rule 15
Rule 16	Deleted
Rule 16.1	Rule 13
Rule 17	Rule 25
Rule 18	Rule 20
Rule 19	Rule 3
Rule 20	Rule 24
Rule 21	Rule 21

TABLE 176-3  
(Current)

Rule 44	Rule 31
Rule 44.1	Rule 36
Rule 44.2	Rule 37
Rule 44.3	Rules 36/41/42/48/49
Rule 44.4	Rule 44
Rule 44.5	Rules 50/51
Rule 44.6	Deleted
Rule 44.7	Rule 43

TABLE 265-1  
(Revised)

Rule 1	T265-1, R1	Rule 28	New
Rule 2	T265-1, R1.1	Rule 29	New
Rule 3	T265-1, R19	Rule 30	New
Rule 4	T265-1, R7	Rule 31	T265-1, R6 & T176-3, R44 thru 44.7
Rule 5	New		
Rule 6	T265-1, R9	Rule 32	New
Rule 7	T265-1, R11	Rule 33	New
Rule 8	New	Rule 34	New
Rule 9	New	Rule 35	New
Rule 10	New	Rule 36	T176-3, R44.1
Rule 11	New	Rule 37	T176-3, R44.2 & 44.3
Rule 12	New		
Rule 13	T265-1, R16.1	Rule 38	New
Rule 14	T265-1, R5	Rule 39	New
Rule 15	T265-1, R15	Rule 40	T176-3, R44.3
Rule 16	T265-1, R16	Rule 41	T176-3, R44.3
Rule 17	New	Rule 42	T176-3, R44.3
Rule 18	New	Rule 43	T176-3, R44.7
Rule 19	T265-1, R4.1	Rule 44	T176-3, R44.4
Rule 20	T265-1, R18	Rule 45	New
Rule 21	T265-1, R21	Rule 46	New
Rule 22	T265-1, R12	Rule 47	New
Rule 23	T265-1, R13	Rule 48	T176-3, R44.3
Rule 24	T265-1, R20	Rule 49	T176-3, R44.3
Rule 25	T265-1, R17	Rule 50	T176-3, R44.5
Rule 26	New	Rule 51	T176-3, R44.5
Rule 27	New	Rule 52	New
		Rule 53	New

## 265-1 CHAPLAIN ACTIVITIES

1	Program planning and administration	records used in planning, administration, and operation of religious programs, including studies, directives and analyses reflecting the organization of programs, techniques employed to obtain objectives, and results of program activities	at HQ USAF	retire as permanent (see note 1).e
2			below HQ USAF	destroy after 2 years.
3	Special event case files	correspondence and other background materials pertaining to special chaplain programs	maintain to plan future programs	destroy when superseded, or not needed.
4	Nonchaplain personnel certifications	letters or documents of certification	at possessing activities	destroy on cancellation or termination of duties, whichever is sooner.
5	Religious education records	enrollment/registration documentation		destroy when individual withdraws.e
6		individual class reports		destroy when no longer needed.
7		consolidated class reports		destroy after 1 year.e
8			at other than HQ USAF	destroy after 2 years.
9	Reports	chaplain historical report	at HQ USAF	see table 210-1.

10			at other than HQ USAF	
11		written mobility after-action reports	at managing MAJCOM	destroy after 2 years.
12			tasked activities	destroy after 1 year.
13		AF Form 1423, Certification of Attendance and Offerings.	at installations	destroy after 2 years.
14		religious data listing desire product RCS: HAF-HCX(M)7501		destroy when superseded.
15		chaplain statistical report AF Form 1270 (consolidated) RCS: HAF-HCX(A)7103	at HQ USAF/HCX	retire as permanent. (see note 1).
16		chaplain statistical report AF Form 1270 (individual)	submitted by individual chaplains	destroy after 1 year.
17		electronic/digital organ report RCS: HAF-HCB(A)8901	at HQ AFLC/HCB	destroy after 2 years.
18			at other locations	destroy after 1 year, or when no longer needed, whichever is sooner.
19		personnel rosters individual MAJCOM rosters of assigned personnel as defined by AFR 265-8 and RCS: HAF-HCP(Q)7104	at possessing activities	destroy when superseded or no longer needed.
20	Choir music and documentation	copies of music purchased and maintained for repeated usage		destroy when no longer needed. (see note 2).
21	Chapel records	records of funerals, mar- riages and baptisms dated from 1949 to 1958		destroy after <sup>75</sup> <del>50</del> years. (see note 5). <i>Handwritten: 13 Nov 84</i>



22	Reports	report on program folder (worship bulletin) requirements RCS: HAF-HCB(A)8902	at HQ USAF/HCB and HQ AFLC/HC	destroy after 2' years.
23			at submitting activities	destroy after 1 year.
24	Chapel continuity file	mission statement, organizational structure document, unit staffing documents, position descriptions; structure, mission, use, and training responsibilities of the Chaplain Service in the Air National Guard and Air Force Reserve program, program objectives and special goals, names and functions of program leaders, policy precedent file, list of recurring reports and suspense dates; status of funds, facilities, and equipments, location of posted chapel schedules and other items deemed necessary for proper program management.		destroy individual items when superseded, deleted, or no longer needed. (see note 3).
25	Official inspection/ staff assistance visits	copies of report and related records	at offices performing visits and which are not made a part of or needed to document another records series covered elsewhere	see table 11-2, rule 16.
26	Religious program contingency plans	documents and/or agreements for supplemental religious ministries and support services documents as defined	at possessing activities	destroy when superseded.

		in AFR 28-4, Atch 1, Part 2, Mobility Operating Procedure 21		
27	Electronic/digital organs	copies of requisition, purchase, shipment, and receiving documents; operator's handbooks; dates, costs, and an itemized listing of all maintenance and repairs	at facility/site	forward to HQ AFLC for equipment relocation or keep with instrument if condemned, see table 66-3, rule 28.
28	Design plans and policy	project data concerning copies of initiated AF Form 332, BCE Work Request; document narrative portion of DD Form 1391, FY19__ Military Construction Project Data; programming, siting, constructing, modifying, and renovating of religious facilities including plans, definitive drawings, photographs, studies, design review stage documents, reports, and other related building project papers	HQ USAF/HCB	retire as permanent (see note 1).
29			at possessing activities	see table 86-1, rule 13.
30	Religious facility maintenance	copies of work requests, status of projects, facility management folder/handbook		see table 11-1.
31	Chaplain funds	document establishing fund, records of dissolution, copy of terminal audit report.	at using activity	destroy 6 years after FY in which fund is dissolved.

32	copies of AF Form 1421a and authorizations to purchase items over \$1,000.00	related to an active chaplain fund will be retained at MAJCOM	the monitoring MAJCOM will destroy after reviewing the the inactivated AF Form 1425 and terminal audit (see note 6).
33	copies of AF Form 1421a and MAJCOM/HC authorizations to purchase items over \$1000.00	at using activity	destroy 6 years after FY in which fund is inactivated (see note 6).
34	annual property change report	at MAJCOM	Destroy after reviewing and updating internal control copy of each active chaplain funds AF Form 1421a.
35		at submitting activity	destroy 4 years after end of FY to which they pertain.
36	check signature cards, account access documents and related information, document authorizing petty cash, foreign currency cash account approval, approved waivers, tax information, fund transfer AF Form 1425 certified and approval for NCO custodians, warrenty and maintenance history of property, safe storage limitations letter(s), MAJCOM staff assistance visit assistance visit report and related items	at using activity	destroy when superseded, revoked, obsolete or when no longer needed.
37	fund council appointment letter, AF Form 1424, Purchase Order and Accounts Payable Register, monthly accounting folder of computer		destroy 4 years after FY in which they pertain. (see note 4),

	produced minutes, statements with attached reports, bank statements, offering certificates, deposit slips, stop payment documents, receipt and expenditure vouchers with supporting documents, monthly review documents, AF Form 1420-5, Adjustment Voucher, Project officer reports and related items		
38	monthly data disk		maintain with monthly records until annual closeout is completed. (see table 11-1, rule 4).
39	annual close out disk		maintain until the following FY closeout is complete and verified.
40	checkbook, canceled and voided checks		retire canceled and voided checks plus attached check stubs with the FY records to which they pertain.
41	bound ledger for control of AF Form 1419, Chapel Offering Certificate (see AFR 265-9)		remove pages and destroy 4 years after end of FY to which they pertain.
42	Annual Statement of Operation and Net Worth, AF Form 1425 RCS: HAF-HCB(A)7101	at installation	destroy 4 years after end of FY to which they pertain.
43		at other than installation	destroy after 2 years.
44	noncurrent nonpersonal service contracts	at using activities	file with final payment voucher.
45	chaplain fund audits, and requested audits for negligence or cause	at possessing activities	see table 175-1.

46		terminal reports	at HQ USAF or MAJCOM	
47		statements for recipients of miscellaneous income (TD Forms 1096 & 1099 misc)	at issuing activities	destroy after 4 years.
48		special activity chaplain fund report, RCS: HAF-HCB(M) 8801	at HQ USAF/HCB	destroy 4 years after end of FY to which they pertain.
49			at using activity	
50		special activity funds written guideline (see AFR 265-9)	at HQ USAF/HCB	destroy when superseded, revoked/ withdrawn, or no longer needed.
51			at using activites	
52	Self-inspection	checklists		see table 11-2, rule 33.
53	Source, support or control data	computer/word processing disks	at possessing activities	see table 11-1, rule 4.

1. Offer to the National Archives in 5-year blocks when the latest record in the block is 25 years old.
2. Report the availability of usable copies of music to MAJCOM/HC for possible redistribution upon inactivation of a unit.
3. Record copies of documents which are covered by a specific table and rule are to be maintained separately. Documents to be maintained in continuity files which are covered by a specific table/rule must be additional copies.
4. Destroy documents required for support of any claim when the action is resolved provided the retention period has elapsed.
5. Records after 1958 have been sent to the Military Ordinariate.
6. Inactive records (pages) maybe destroyed when the last date of activity is six years old.

**SUGGESTIONS:**

**ADD THE FOLLOWING RULE TO TABLE 176-3 WHEN THIS CHANGE IS IMPLEMENTED:**

<b>RULE 44 - Chaplain Funds</b>	<b>Records and documents          pertaining to administration          of chaplain funds</b>	<b>see table 265-1.</b>
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**DELETE Rule 6 in table 176-4.**