

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-AFU-02-5	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 4-11-02	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 6-18-02	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>63</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 11 Apr 02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S. Croom</i>		TITLE Air Force Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	This SF115 relates to the three rules on the first attached sheet, involving temporary electronic records. Specifically, these three rules are to be added to the following attached tables in AFMAN 37-139: Tables 20-1 through 20-4, and Tables 21-1 through 21-22. The three rules on the first attached sheet will apply to all series in these tables, except as noted in the text adjoining the three rules. The attached tables themselves have been <u>crossed out</u> because this SF115 covers, for each table, only the three rules involving temporary electronic records.		

Sl Sent copies to Agency, NAWM, NR

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are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes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

The above three rules apply to all series covered by Tables 20-1 through 20-4 and 21-1 through 2-22, with the following exceptions:

Rules a and b do not apply to:

Table 20-2, Rule 1 – Some of these records are to be disposed of in accordance with Table 37-7, which includes permanent items.

Table 21-1, Rule 10 – Records are permanent.

Table 2-4, Rule 1 and Rule 11 records that result in the issuance or revision of a directive – These records are to be disposed of in accordance with Tables 37-7 or 37-9, which include permanent items.

Table 21-5, Rule 8 – Records may include documents that are permanent.

Table 21-10, Rule 3 – Records are permanent

Table 21-13, Rule 7 records that pertain to standard publications - These records are to be disposed of in accordance with Table 37-7, which includes permanent items.

Table 21-20, Rule 5.04 - The Air Force manual explicitly notes that electronic versions of the records are not authorized for disposal.

Rules a, b, and c do not apply to the following tables:

Table 20-3, Rules 1,2,3,5, and 7 –Records are unscheduled.

In addition to the above exclusions, which reflect archival considerations, the electronic mail and word processing copies for permanent series have also been excluded. That is, Rule c does not apply to the following tables and rules:

Table 20-2, Rule 1

Table 21-1, Rule 10

Table 21-4, Rules 1 and 11 for records that result in issuance of revision of a directive

Table 21-5, Rule 8

Table 21-10, Rule 3

Table 21-13, Rule 7 for records that pertain to standard publications

These records lack value after creation of a recordkeeping copy. However, the description of this schedule that published in the Federal Register could be interpreted as limiting its coverage only to series where the recordkeeping copies were already approved for disposal. Consequently, these electronic copies have been excluded from this job but will be included in a subsequent schedule.

20. Logistics. These tables cover records relating to policies and procedures on supply, transportation, maintenance, and logistics plans

TABLE 20-1				
OPERATIONAL REQUIREMENTS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	programming	USAF programming documents, revision, deletion notices	at programming offices in support of budget (operating) program	destroy 3 years after close of the FY covered by the buying program AUTH NI-AFU-90-3

TABLE 20-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	requirements computation	ADP system requirements computation printout, factor printout, consolidated assets and requirements application number past program, item past program, application number future program, item future program, Central Secondary Item Stratification (CSIS) detail, Central Secondary Item Stratification summaries		destroy after 2 years (8 quarterly cycles) AUTH N1-AFU-90-3
3		worksheets, buy notice, buy/budget projection, transfer of prime, excess notice, management summaries, zero demand listing, item code change notice		destroy 2 years after close of the FY covered by the buying program AUTH N1-AFU-90-3
4		format 50, item management data file, format 400 series Requirements Inventory Analysis Report printouts (assets/usage data), index of actions, format 300 series		
5		executive management summary reports		
6		reclamation items list, index of actions, and contingency retention item listings		destroy after 6 months AUTH N1-AFU-90-3
7		reject error lists (format 50/format 400 changes), additive requirements reject list		
8		special coded items, management control notice, data level notice, long supply offered to ISSP		
9		quality control worksheets, application of assets to wartime requirements, and impacting requirements/usage/on orders	maintained by all requirement computation monitors	destroy after 1 year AUTH N1-AFU-90-3
10		identity cross reference, part number cross reference, application number past actual program data for review, application number future program data for review, file maintenance worksheet, system item data for review, system application data, zero repairable generation reports and wartime management data		destroy on receipt of new products AUTH N1-AFU-90-3
11		file maintenance and exception listings, interrogation reply, interrogation by application		

TABLE 20-1

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
12	item history file	recoverable type items (expendable repairable and expendable items valued at \$100 or more repairable at organizational and intermediate levels)		destroy 2 years after item is phased out of Military Assistance Program and AF inventory (send item folder to appropriate item manager when item is moved to a higher or lower category, or a new item manager (See Note) AUTH NI-AFU-90-3
13		nonrecoverable type items (economic order quantity (EOQ) expendable nonrepairable and expendable valued at less than \$100 repairable at organizational and intermediate level)		
13.01		equipment type items (nonexpendable items valued at \$100 or more repairable at depot or comparable level and nonexpendable items valued at \$10 or more repairable at organizational and intermediate levels)		
14		worksheets suspense and control records and reports	at coordinating, operational, and supporting activities	destroy when no longer needed AUTH NI-AFU-90-3

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

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

TABLE 20-2				
SYSTEMS AND EQUIPMENT MODIFICATION PROPOSAL RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	class I, III, and IV modifications	modification proposals and contractors engineering change proposals concerning procedures to repair, maintain, or modernize AF items of equipment adopted for AF/MA P use		file as background material to the directive, if it results in revised directive, dispose of per table 37- 7 AUTH. N1-AFU- 90-3

Table 20-2
continued

SYSTEMS EQUIPMENT MODIFICATION PROPOSAL RECORD				
	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
2			at MAJCOMs	destroy 6 months after issuance of the implementing Time Compliance Technical Order (TCTO) AUTH NI-AFU-90-3
3			recommended for AF adoption, but not adopted	destroy after 2 years AUTH NI-AFU-90-3
4			rejected by the AF	destroy after 6 months AUTH NI-AFU-90-3
5			information or reference copies	destroy when no longer needed AUTH NI-AFU-90-3
6			suspense copies	destroy under rules 1, 2, 3, or 4, as applicable, after final decision has been made AUTH NI-AFU-90-3
7	class modifications II	justification and descriptions, drawings, sketches, blueprints, stress analysis, list of materials, parts and components, defined power requirements, such as pneudraulics, electrical, subsystem compatibility, power load analysis, etc., instructions pertaining to operation, inspection, maintenance, and servicing		when the modification is removed from the aerospace vehicle or equipment, remove the modification record file from the jacket file and destroy after 2 years, destroy other copies on completion of project AUTH NI-AFU-90-3
8	class modifications V	approved modification requirement records, amendments and revisions thereto, cost and feasibility data, and related correspondence		when modification is complete, hold for 1 year, destroy after 3 additional years AUTH NI-AFU-90-3
9	contractor proposals		withdrawn by the contractor	destroy after 2 years AUTH NI-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the following exception: Rules 9 & 6 & 8 DO NOT APPLY TO Rule 1.

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

TABLE 20-3

INDIVIDUAL MODIFICATION RECORDS

	A	B	C	D
R U L E	If the records are pertinent to	consisting of	which are	then
1	class V modification authorization files	master copy of modification requirements, amendments, revisions, and/or cancellation notices	at HQ USAF OPR	hold in active file for 1 year after completion of the last unit of the program, retire as permanent AUTH NI-AFU-90-3 <i>Unscheduled</i>
2	modification case files	historical background data, cost and schedules studies, management plans, modification evaluation documents, message and correspondence, ROCs, SEAORs, RADs, relating to the modification	at the modification project office during the life of the modification (from original proposal until the last unit is completed)	disposition pending AUTH Unscheduled
2.01		reference copies of Rule 1	at intermediate monitoring offices	destroy when modification is converted into a technical order, or when no longer needed, whichever is sooner AUTH NI-AFU-90-3
3	list of modifications	master copies prepared for publication by HQ USAF		hold in active files for 2 years, retire as permanent AUTH NI-AFU-90-3 <i>Unscheduled</i>
4		other copies	held by recipients	destroy when superseded by later issue AUTH NI- AFU-90-3
5	modification studies for cost, schedules, feasibility, management, integration, testing or implementation of a modification	master copies, with changes or amendments		hold for 3 years after completion of the last unit, retire as permanent AUTH NI-AFU-90-3 <i>Unscheduled</i>
6		other copies	held by recipients	hold and/or destroy as dictated by the file of which they are a part AUTH NI-AFU-90-3
7	class IB modification distribution authority	requests for retention of recommendations and approval authorization	at HQ USAF project office or intermediate offices	disposition pending AUTH Unscheduled

These three rules (involving temporary electronic records) apply to all rules in the preceding table; with the following exceptions: Rules a, b & c do not apply to Rules 1, 2, 3, 5, 7

	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 20-4				
LOGISTICS PERFORMANCE MEASUREMENT AND EVALUATION SYSTEM (LPMES)				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Logistics Performance and Evaluation System (LPMES)	LPMES, related correspondence, consolidated reports, and DoD summaries		destroy 2 years after the applicable fiscal year. AUTH: N1-AFU-90-3

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

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

21. Maintenance. These tables cover records on aerospace vehicle and equipment inventory, status, and utilization reporting, excess aircraft disposal under the Air Force Special Defense Property Disposal Account, and the assignment and use of standard reporting designators (SRDs) (code elements) for use in various automated management information systems to identify items of equipment in acquisition, maintenance and supply activities (except medical and Air Force Technical Applications Center managed equipment)

TABLE 21-1 AEROSPACE VEHICLE AND EQUIPMENT INVENTORY, STATUS, AND UTILIZATION REPORTING				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	assignment records	records related to the assignment of aerospace vehicles, trainers, and communications-electronics-meteorological (CEM) equipment	at AF Aerospace Vehicle Distribution Office (AVDO), HQ AFMC	destroy 10 years after the item is removed from inventory AUTH N1-AFU-90-3
2			at HQ USAF	destroy when no longer needed AUTH N1-AFU-90-3
3			at MAJCOMs and reporting units	destroy 3 years after termination of accountability AUTH N1-AFU-90-3
4	aerospace vehicle inventory, status, and utilization reporting	computer printouts and missile status worksheets used in the generation or transmission of reports		destroy after 3 months AUTH N1-AFU-90-3
5	aerospace vehicle inventory records	master AF inventory	at HQ AFMC	destroy after 5 years AUTH N1-AFU-90-3
6		command and base inventories		destroy after 1 year or when no longer needed, whichever is later AUTH N1-AFU-90-3
7		delivery receipts and shipping documents		destroy when the change is shown in the inventory AUTH N1-AFU-90-3
8		accountability termination records	at reporting units	

TABLE 2

Continued

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9			at MAJCOMs	destroy when no longer needed AUTH NI-AFU-90-3
10			at HQAFMC/AVDO	retire as permanent (See Note) AUTH NC1-AFU-79-7
11		reconciliation reports used to identify reporting discrepancies		destroy after 6 months AUTH NI-AFU-90-3
12	aerospace vehicle status	master status file (computer output)		destroy after 2 years or when no longer needed, whichever is sooner AUTH NI-AFU-90-3
13	aerospace vehicle utilization	history utilization file (computer output)	at MAJCOMs	destroy after 10 years. However, records more than 5 years old may be destroyed sooner if no longer needed for research or reference AUTH NI-AFU-92-31
14			at reporting units	destroy after 2 years AUTH NI-AFU-90-3
15	CEM status and inventory reporting	CEM equipment status reports		destroy after 1 year AUTH NI-AFU-90-3
16		CEM equipment summary reports	at MAJCOMs	destroy after 3 years AUTH NI-AFU-90-3
17	aerospace vehicle movement reports	movement reports, PDM reports and forecasts		
18	trainer inventory, status, and utilization reporting	reports and messages	at HQAFMC	
19			at HQUSAF	destroy when no longer needed AUTH NI-AFU-90-3
20			at all other locations	destroy after 1 year AUTH NI-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the following exception: Rules ~~9, 10, and 11~~ DO NOT APPLY to rule 10.

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

TABLE 21-2

EXCESS AIRCRAFT DISPOSAL UNDER AFS SPECIAL DEFENSE PROPERTY DISPOSAL ACCOUNT

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	excess/surplus complete aircraft	receipt and final disposal records, identified to aircraft mission, design, and series (MDS), and serial number, pertaining to the turn-in, monetary value, utilization, transfer, donation or release of aircraft for sale in action with demilitarization status	at Military Aircraft Storage and Disposition Center	6 years after aircraft disposal, when on Air Force-generated aircraft, send to HQ Air Force Historical Research Agency/ISR (HQ AFHRA/ISR), Maxwell AFB AL 36112, where they will be destroyed when no longer needed AUTH N1-AFU-90-3
2				6 years after aircraft disposal when on Army-Navy-Coast Guard-generated aircraft, refer to respective agency for disposition AUTH N1-AFU-90-3
3		supporting documents including GSA allocation directives and related correspondence, stock record cards, inventory adjustment vouchers, and control registers		destroy 6 years after aircraft disposal AUTH N1-AFU-90-3
4		management records including reports to GSA, transfer/work and hold harmless agreements		destroy after 1 year AUTH N1-AFU-90-3
5	excess/surplus aircraft parts removed for continued use	parts removal control and disposal records including reclamation listings of parts removed for utilization, monetary value, GSA allocation for transfer or donation, shipping/release documents, and all related correspondence		destroy 2 years after aircraft disposal AUTH N1-AFU-90-3
6	reports for inclusion in DOD disposal transactions	DD Forms 1143, Reports of Excess and Surplus Material at Disposal Activities, providing statistical summation of disposal transactions including receipt, utilization, transfer, donation and release for sale		destroy 3 years after preparation AUTH N1-AFU-90-3

TABLE 21-2

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	AF aircraft conditional donation for display	final disposal records, identified to aircraft MDS and serial number, that include shipping, releasing for sale or abandonment action		send 1 year after aircraft disposal to HQ AFHRA/ISR, where they will be destroyed 6 years after disposal or when no longer needed, whichever is later. AUTH N1-AFU-90-3
8		donation agreements, signed receipts, review records, photos, and related correspondence, for identification and control of aircraft while in possession of authorized recipients		destroy 1 year after termination of the conditional donation AUTH N1-AFU-90-3

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

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

TABLE 21-3

STANDARD REPORTING DESIGNATORS (SRDs)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	SRDs (code elements)	magnetic tapes used in management of the SRD program that assigns 3- character SRDs to selected items of equipment in the active AF inventory and to new equipment undergoing acquisition	at HQ AFMC	erase after 30 days AUTH N1-AFU-86-3
2		punched cards		destroy after data is put on magnetic tapes. AUTH N1-AFU-86-3
3		AF Form 1290, Standard Reporting Designator (SRD) Candidate Information, used to request SRD assignments, changes, deletions, reconciliations	at HQ AFMC and Air Logistics Centers (ALCs)	destroy 1 year after action is recorded in report AUTH* N1- AFU-86-3
4			at Air Force Intelligence Command (AFIC) on SRDs for cryptologic (Q&U) equipment	
5			at HQ MAJCOMs/FOAs	destroy 6 months after action is recorded, or when no longer needed, whichever is sooner. AUTH N1-AFU-86-3

TABLE 3				
Contin				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6			at field unit SRD focal points	destroy after action requested is recorded AUTH NI-AFU-86-3
7		master D165 MICAP Conversion Table that maintains the date of last transactional SRDs	at HQ AFMC	destroy after 1 year AUTH NI-AFU-86-3
8		D165A, Master Media Conversion Table, of MICAP reportable SRDs, a computer product updated weekly		
9		D165B, Master Media Conversion Table, of MICAP reportable SRDs, a computer product updated weekly	at ALCs	destroy 3 years after SRD deleted AUTH NI-AFU-86-3
10		AFMC Form 416, MICAP/MDC Media Conversion Table Update, prepared from data on AF Form 1230, used to update D165A, D165B (See Note)	at HQ AFMC, ALCs and AFIC	
11		file of deleted SRDs consisting of AFMC Forms 416 and related documents	at ALCs	
12		report of valid SRDs, MICAP-MDC Media Conversion Table (microfiche) produced/distributed quarterly to users	at HQ AFMC and ALCs	destroy after 1 year AUTH NI-AFU-86-3
13			at HQ USAF	destroy upon receipt of new report AUTH NI-AFU-86-3
14			at HQ MAJCOMs/FOAs, including AFIC and AF Data Systems Design Office	destroy after 6 months AUTH NI-AFU-86-3
15			at base level	destroy after 3 months AUTH NI-AFU-86-3

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

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

TABLE 21-4

MAINTENANCE MANAGEMENT, DEFICIENCY RECORDS AND REPORTING

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	materiel and maintenance deficiency project records	action agency copies of notices of unsatisfactory conditions experienced, including those instances in which the equipment or materiel does not fully or effectively serve the purpose intended, in instances where a part, accessory or equipment cannot be properly maintained or operated, and where inaccuracies may appear in the supporting and related technical and engineering data, also includes records of action to remedy the deficiency, and reply to reporting activities		destroy after 1 year (EXCEPTION when corrective action results in the issuance or revision of a directive, see tables 37-7 or 37- 9) AUTH N1-AFU- 90-3
2	technical order improvement	unsatisfactory condition notices such as technical order improvement reports, and comparable records	approved or approval pending	destroy when no longer needed AUTH N1- AFU-90-3
3			disapproved or no action	destroy after 1 year or on inactivation of unit, whichever is sooner AUTH N1-AFU-90-3
4			copies relating to a suggestion	maintain with related suggestion (see table 36-34) AUTH N1- AFU-90-3
4.01	technical order improvement and deficiency reporting logs		completed with all entries	destroy after 1 year or on inactivation of unit, whichever is sooner AUTH N1-AFU-90-3
4.02	materiel deficiency reporting and investigating	unsatisfactory condition reports, teardown deficiency reports, CAT I, CAT II and command deficiency reports (CDR) (CAT III) and comparable data		destroy 1 year after corrective action completed AUTH N1-AFU-90-3
4.03		copies of records in rules 1 through 4.2		destroy when no longer needed AUTH N1- AFU-90-3
4.04	materiel improvement project (MIP) files	copies of records in rules 1 to 4.3 and evaluation data	completed with all required actions	
4.05	semiannual closed materiel improvement project summary listing	microfiche of materiel improvement project actions		destroy after 5 years or when no longer needed, whichever is later AUTH N1-AFU-90-3

TABLE 21-4

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
5	deficiency reporting ADP records in support of the Products Improvement Program	detail cards, brown line listings, and similar reporting records submitted by reporting activity for consolidation	at HQ AFMC and/or subordinate commands	destroy after 3 months AUTH N1-AFU-90-3
6		consolidated reports and summaries		destroy after 1 year or on completion of product improvement action, whichever is sooner AUTH N1- AFU-90-3
7		master tapes		update as changes occur AUTH N1- AFU-90-3
8		add/delete change cards used to update master tapes		destroy after verification of computer processing AUTH N1-AFU-90-3
9	maintenance management systems programs/projects	case files reflecting operations and maintenance of weapons systems, subsystems, flight simulators, aerospace ground equipment, and associated equipment and facilities		destroy after termination or completion of system, subsystem or project AUTH N1-AFU-90-3
10		maintenance checklists, individual methods of approach or similar records related thereto		destroy when superseded, obsolete or no longer needed AUTH N1-AFU-90-3
11	maintenance procedures	maintenance management letters and messages prescribing procedures, policies, methods and responsibilities	developed at MAJCOMs and major subordinate commands	destroy 2 years after superseded, obsolete or rescinded (When action results in issuance or revision of a directive, see tables 37-7 and 37-9) AUTH N1-AFU-90-3
12			copies other than above	destroy when superseded, obsolete or no longer needed AUTH N1-AFU-90-3
13	maintenance management reports	maintenance actions not covered elsewhere		
14	Radiac Equipment Maintenance Records	pertinent inspection data	maintained with equipment	destroy 2 years after date of last entry provided all inspection data has been cleared AUTH N1-AFU-90-3

TABLE 21-4

Continued.

	A	B	C	D
15	information-systems maintenance instructions (ISMI)	record set of each publication, which includes a printed copy of each edited manuscript, printed copy of each form prescribed, record showing signature of approving authority, record showing latest annual review by approving authority, and related background material such as records relating to developing, coordinating and issuing each publication		destroy not later than 2 years after superseded, obsolete or rescinded AUTH NI-AFU-90-3

a, b, & c

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the following exceptions: Rules ~~15, 16, & 17~~ do not apply to records covered by rules 1 & 11 that relate to actions resulting in issuance of a directive or the revision of a directive

	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 21-5

DEPOT MAINTENANCE RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	depot maintenance projects	programmed and nonprogrammed project directives and correspondence filed therewith, labor and material standards, material availability records, and related records, used to establish maintenance projects, to plan and schedule workloads for forecasting production to be accomplished during established period, to determine that adequate shop facilities, manpower, test equipment, technical data, and tools are available to accomplish workload, to synchronize movement of materials and repairable assets with production capacity	at AF depots	destroy 6 months after project completed AUTH N1-AFU-90-3
1.01			at MAJCOMs and below	destroy 2 years after project completed (See Note 1) AUTH. N1- AFU-90-3
2	depot maintenance and inspection records	records pertaining to the major overhaul of aircraft, missiles, propulsion, guidance, or other end item system equipment	at air logistics centers (ALCs)	destroy 6 months after receipt of notification of acceptance or 6 months after turn in of equipment to supply (See Note 2) AUTH. N1-AFU-88-54

TABLE 21-5

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
3	armament, photographic, and special weapon systems and equipment maintenance and communications- electronics equipment maintenance	letters, messages, one-time surveys and reports and related records pertaining to the servicing, inspection, calibration, repair, modification, and utilization of such equipment	not at Quality Control Branch, AF Cryptologic Support Center, Air Force Intelligence Command	destroy after 2 years AUTH N1-AFU-90-3
3.01			at Quality Control Branch, AF Cryptologic Support Center	destroy on withdrawal of equipment from Air Force Intelligence Command inventories AUTH N1-AFU-90-3
4	training devices	reports pertaining to maintenance of training devices, including flight and usage reports, inspection records, etc	at MAJCOMs and major subordinate commands	destroy after evaluation completed. AUTH N1-AFU-90-3
5	property accounting	records relating to repair shop supply, including stock record cards, property turn-in slips, issues slips, or equivalent forms which are either part of accountable officer's stock record account or subsidiary thereto		destroy after 2 years (EXCEPTION for records subject to audit, see table 65-3) AUTH N1-AFU-90-3
6	precision measurement equipment	mechanized card system records, and other related or comparable forms used for recording results of precision measuring equipment inspections and calibration operations, and for establishing reinspection and recalibration schedules		destroy 3 months after entry. AUTH N1- AFU-90-3
7	production and control number cards	permanent and temporary control- number cards, cross-reference cards, and similar records used to provide a method of continuity, and to assure that specific commodities can be identified to the programmed and nonprogrammed category		destroy when superseded or obsolete AUTH N1-AFU-90-3
8	engineering drawings and related records			see table 23-15 AUTH N1-AFU-90-3
9	base-level contracted- maintenance	purchase requests, work specifications, contracts, control registers, ledgers, inspection reports, orders for supplies or services, and related or comparable records maintained in the performance of modification, modernization,	at contract maintenance offices	destroy 1 year after close of FY in which designated maintenance is completed or accepted AUTH N1-AFU-90-3

TABLE 21-5

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
		rebuilding, overhaul, repair, or servicing of material and/or equipment by commercial organizations under contract to the AF		
10			at base procurement offices	see table 64-1 AUTH NI-AFU-90-3
11	clean room environment	environmental comparison data and environmental tally used for historical purposes		destroy after 2 years AUTH NI-AFU-90-3
12	management of items subject to repair (MISTR)	worksheets, summaries, status reports, evaluations, forecast data, shortage lists, and related listings to control and report items subject to repair	at ALCs	destroy when no longer needed or 1 year after last entry, whichever is sooner AUTH NI-AFU-90-3
13	AF Material Command (AFMC) tool/equipment control and accountability program	reports or other records relating to investigation of loss/recovery of tools covered under prescribing directives	on tools/equipment not found in foreign object damage (FOD) critical areas	destroy 2 years after annual cutoff or when no longer needed whichever is later, but not to exceed 6 years AUTH NI-AFU-90-3
13.01			on tools/equipment not found in low/non FOD critical areas	destroy 1 year after annual cutoff or when no longer needed, whichever is later, but not to exceed 6 years AUTH NI-AFU-90-3
14			on tools/equipment recovered	destroy when no longer needed AUTH NI-AFU-90-3
15	AFMC Depot Maintenance Business Management Administration	copies of Business Council, Business Board, and Business Development Committee meeting minutes and action items (previously generated through the AFLC Posture Planning Program) Supporting briefings		destroy when obsolete, superseded, or no longer needed AUTH NI-AFU-93-5
16	AFMC Depot Maintenance Workload Management	copy of policy, business plan workload strategies, special studies, Maintenance Requirements Review Board (MRRB), copies of Congressional/ OSD/SAF/USAF inquiries, supporting briefings, War Requirements Computations (WARCOMP), Field Team management, copies of Foreign Military Sales (FMS), workload reconciliations		destroy 2 years after obsolete, or after study or program is finalized (Destroy Congressional Inquiries IAW T90-4, R2) AUTH NI-AFU-93-5
17	Acquisition Program Records	copies of Source of Repair Decision Criteria (SORDC), Decision Tree		destroy when superseded, obsolete or

TABLE 21-5

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
		Analysis (DTA), Depot Maintenance Interservicing (program) Reviews (DMI), Interservice Support Agreement (ISA) (nondepot maintenance), Depot Maintenance Interservice Agreement (DMISA) (depot workload), Statement of Need (SON) (drives depot activation), Operational Requirements Document (ORD), Depot Maintenance Activation Working Group (DMAWG), Depot Maintenance Activation Planning Team (DMAPT), Depot Maintenance Activation Plan (DMAP), Program Management Directive (PMD), Maintenance Concepts, Cost Studies		no longer needed AUTH NI-AFU-93-5
18	AFMC Depot Capacity Measurement and Depot Sizing	policy, studies, reports, supporting briefings, seminars, and workshops, tutorials	at HQ AFMC/LG	destroy 2 years after obsolete, or after study or program is finalized AUTH NI-AFU-93-5
19			at Air Logistics Centers (ALC)	destroy when superseded, obsolete or no longer needed AUTH NI-AFU-93-5
20	AFMC Depot Maintenance Manpower Management	copies of DMIF Manning Policy, budget issues, manpower allocation, overtime management, hiring programs, reports, supporting briefings, studies, copies of Congressional/OSD/SAF/USAF Inquiries		destroy when superseded, obsolete, or no longer needed (Destroy Congressional Inquiries IAW T90-4, R2) AUTH. NI-AFU- 93-5
21	AFMC Depot Maintenance Interservicing Management	copies of Joint Service meeting, depot profiles, Depot Maintenance Interservicing (DMI) (program) Public Relations, Depot Maintenance Interservicing Agreement (DMISA) Training, Joint Depot Maintenance Analysis Group (JDMAG) Manning, JDMAG Budgeting, Interservice Material Accounting and Control System	at AFMC	destroy 2 years after obsolete AUTH NI- AFU-93-5
22			at ALCs	destroy when superseded, obsolete or no longer needed AUTH NI-AFU-93-5
23	AFMC Depot Maintenance	copies of policy, plans, reports, Public Affairs activities, legislative actions,		

TABLE 21-5

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
	Competition Program	candidate savings, training		
24	AFMC Depot Maintenance Data System Tracking	G072E - Depot Level Maintenance Requirements and Program Management System, G004C - Workload and Program Control System, G004K - Maintenance Facility Master System, PDS-300 - Personnel Data System, G-029 - Depot Sizing Model, Source of Repair Management Information System (SORMIS), Maintenance DataBase (MDB)		
25	AFMC Depot Maintenance Overseas Workload Program (OWLP)	copies of policy, reports, MOUs, Automated Repair Source Analysis System (ARSAS), Foreign Visits	at HQ AFMC/LG	destroy 2 years after obsolete. AUTH NI-AFU-93-5
26			at ALCs	destroy when superseded, obsolete, or no longer needed. AUTH. NI-AFU-93-5

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the following exception: Rules ~~1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100~~ do not apply to Rule 8

	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 21-6				
EQUIPMENT MAINTENANCE HISTORICAL RECORDS (See note 2)				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	materiel/equipment individual historical files	historical records for aircraft, air launched/ground launched missiles, engines, propellers, bombsights, parachutes, aerospace ground equipment, training equipment, CEM equipment, precision measurement equipment, real property installed equipment, and similar items, maintained per TO 00-20-1	for items transferred, donated, or sold	send with related items; destroy retained copies after 3 months AUTH N1-AFU-90-3

TABLE 21-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2			made part of surplus property account	send with related item to appropriate Defense Property Disposal Office for disposition AUTH N1-AFU-90-3
3			for equipment destroyed, abandoned, reclaimed, salvaged, lost or missing	destroy 3 months after abandonment of search or physical disposition AUTH N1-AFU-90-3
4			for expended air launched missiles	
5			for ground launched missiles expended or destroyed (not related to AFI 51-503), and reentry vehicle	send and dispose of the same as table 21-11, rule 33 AUTH N1- AFU-90-3
6			used to record significant historical data for special applications as prescribed in AFI 21- 101, MAJCOM or chief of maintenance	destroy when no longer needed or as directed by MAJCOM or the chief of maintenance, or when the equipment is transferred, apply rule 1 AUTH: N1- AFU-90-3
7			used to record time compliance technical orders, and all entries have been transferred to mechanized reports	destroy after verification of all entries on the mechanized reports AUTH N1-AFU-90-3
8			used to record installation time used, condition, removal and return for rehabilitation of video head	destroy 6 months after video head is returned for rehabilitation AUTH N1-AFU-90-3
9			used to record installation time used, condition, removal and storage of image tubes	destroy 1 year after image tubes are retired AUTH N1-AFU-90-3
10		historical records for specific inertial navigation units maintained per TO 00-20-10-10	used to record significant historical data during organizational, intermediate, and depot level maintenance	send to Technology Repair Center (TRC) with the related hardware per TO 00- 20-10-10 AUTH N1- AFU-90-3

TABLE 21-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
11			records at TRC containing information on maintenance actions which occurred prior to and including the previous cycle to the TRC	destroy after processing all pertinent information into data base or when related equipment is permanently removed from inventory AUTH N1-AFU-90-3
12			records at TRC containing field and/or TRC data of the current cycle	send with related hardware, as part of historical record, after entry into data base. AUTH N1-AFU-90-3
13		repair analysis report	at originating TRC	destroy after data is entered in data base or when no longer needed, whichever is sooner AUTH N1-AFU-90-3
14			at other activities	destroy when no longer needed AUTH N1-AFU-90-3
15		manual data forms maintained with equipment in current use, filled-in and last entries have been carried forward to new forms		hold as part of equipment historical file, or destroy after 3 months if they do not contain history information AUTH N1-AFU-90-3
16		automated data forms maintained with equipment in current use	prepared by bases operating an automated maintenance management system, for which data is stored in computer memory	hold the last 7 reports, when 8th report is received, destroy earliest one. AUTH N1-AFU-90-3
17			those sets of forms containing only maintenance actions or information where sufficient data is stored in the computer	
18			those sets of forms containing only airframe utilization information where sufficient data is stored in the computer	hold last 5 reports, when 6th report is received, destroy earliest one. AUTH N1-AFU-90-3

TABLE 21-6

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
19		aircraft/missile condition report	initiated when equipment is forwarded to depot for programmed depot maintenance (PDM)	destroy after return from PDM and information is transcribed to appropriate records AUTH N1-AFU-90-3
20		radiographs, photographs, and other recordings methods with reports of findings	considered significant, i.e., surveillance of airframe structural components for fatigue in stress after repairs, and maintained by equipment serial number in the individual historical file	send with equipment when transferred, or destroy when equipment is dropped from AF inventory (See Note 1) AUTH N1-AFU-90-3
21			considered routine	destroy after 6 months (See Note 1) AUTH N1-AFU-90-3
22		worksheets used in compliance with functional check flight (FCF) as required in 00-20 series TOs TO 1-1-300, and applicable weapon system inspection handbooks	maintained as completed FCF worksheets for the last phase/periodic inspection	destroy after 3 months or when replaced by next FCF worksheet, whichever is later AUTH N1-AFU-90-3
23		high power electron tube records, i.e., electron tube field life record and electron tube performance and status report	for installed electron tubes, which have failed and have been declared unserviceable	send copies in accordance with TO 00-20-8, destroy held copies after 3 months AUTH N1-AFU-90-3
24			used to provide current status of tubes each quarter	destroy when replaced by next quarterly report or machine listing AUTH N1-AFU-90-3
25		deferred discrepancy records for Intercontinental Ballistic Missiles, maintained in TO 00-20-6	for assigned launch facilities, complexes or launch control facilities	destroy when deferred discrepancy is corrected or site deactivated, whichever is sooner AUTH N1-AFU-90-3
26	materiel/equipment individual historical files	ATCALS equipment status file comprised of data forms which portray daily history of the facility/site, including ground check certifications, flight inspection reports, graphs, NAVAIDS ground recordings and certification forms, system performance ratings, and any other significant data pertinent to ATCALS equipment and not included in rules 1	at the facility/site	destroy after 1 year or when no longer needed, whichever is sooner AUTH N1-AFU-90-3

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
27		flight inspection reports for ATCALS equipment maintained for the last special/periodic inspection		hold as part of equipment historical file, destroy when replaced by next special/periodic inspection report. AUTH NI-AFU-90-3
28	office appliance maintenance	historical maintenance record for each individual office equipment		destroy when equipment is dropped from AF inventory AUTH NI-AFU-90-3
29	medical equipment maintenance			see table 41-4, rules 34 through 39. AUTH NI-AFU-90-3
30	ground weapons historical data	AFTO Form 105, Inspection Maintenance Firing Data For Ground Weapons	maintained (all forms, both completed and in use) with the weapon. Forms will accompany weapon during transfer and/or turn in for repair	destroy forms upon destruction of weapon AUTH NI-AFU-89-16
31			made part of surplus property account	forward with related item to Defense Property Disposal Office for disposition. AUTH NI-AFU-90-3
32			for weapons otherwise dropped from property account, i.e., destroyed, abandoned, reclaimed, salvaged, lost or missing	destroy 3 months after abandonment of search or physical disposition AUTH NI-AFU-90-3
33		recurring inspection reports for weapons stored or used by an organization		hold last two inspection reports, when third one is received, destroy earliest one AUTH NI-AFU-89-14
34	launch site historical data	records reflecting variances and adjustments to be considered when aligning the weapon system in silo to assure combat readiness configuration		destroy on deactivation of launch site facility or when replaced by a new series missile AUTH NI-AFU-90-3

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

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

TABLE 21-7

ANALYSIS AND EVALUATION RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	actuarial analysis	correspondence, teletypes, general purpose data sheets, aerospace engine life data, engine failure rate graphs and computations, official engine failure rate table, and similar records		destroy when engine is dropped from inventory AUTH N1-AFU-90-3
2	oil analysis program	used oil analysis request for ground equipment and aircraft		destroy 3 months after transcribing and statistical processing AUTH N1-AFU-90-3
3		oil analysis record for use in visible file		see table 21-6, rules 1 through 3. AUTH N1-AFU-90-3
4		spectrographic analysis worksheets		destroy when no longer needed AUTH N1-AFU-90-3
5	maintenance and corrosion evaluation program projects	summary reports of evaluation results, such as project directive change notices by the monitoring agency, acknowledgment records, interim, special, and final reports (including backup data) by evaluating offices, and project notifications by the monitoring agency	copies at project office	destroy 10 years after acceptance and/or rejection of project AUTH N1-AFU-90-3
6			copies at other than project offices	destroy when no longer needed AUTH N1-AFU-90-3
7	production count	cards that accumulate production credit and standard cost data to provide information for maintenance engineering cost accounting system		destroy when superseded or obsolete AUTH N1-AFU-90-3
8		source material		destroy 3 months after preparation * of detail cards AUTH N1-AFU-90-3
9	maintenance production and utilization reports	summary reports formulated from production count cards, used to evaluate, analyze, and provide maintenance information	daily reports	destroy on receipt of monthly summary AUTH N1-AFU-90-3
10			reports other than rule 9 above	destroy 1 year after as of date AUTH N1-AFU-90-3
11	maintenance analysis	summary reports from maintenance data systems used to evaluate, analyze, and provide maintenance information	daily reports	destroy after 90 days or on receipt of monthly summary. AUTH N1-AFU-90-3

TABLE 21-7

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
12			reports other than rule 11 above	destroy when no longer needed, or after 2 years, whichever is sooner AUTH N1-AFU-90-3
13		briefings and studies		
14		charts and graphs portraying maintenance trends		
15		maintenance analysis referrals		destroy after completion of next activity inspection or 1 year after corrective action completed AUTH N1-AFU-90-3
16	laboratory environment	chart recordings of laboratory temperature and humidity; used for historical purposes and Precision Measurement Equipment Laboratory (PMEL) evaluations		destroy when no longer needed AUTH N1- AFU-90-3
17	reports of measurement	records of calibration and correction charts for AF base reference standards, used in calibration of precision measuring equipment		destroy when superseded or no longer needed, whichever is sooner AUTH N1- AFU-90-3
18	interim calibration procedures	calibration data not yet published in technical orders, used as a guide for calibration		destroy when published in a technical order AUTH N1-AFU-90-3
19	waiver of calibration requirements	requests for limited/special calibration (precision measurement equipment (PME)		destroy when superseded or no longer needed, whichever is sooner. AUTH N1- AFU-90-3
20		measurement restriction log record of all imposed measurement restrictions due to environment		destroy after 1 year AUTH N1-AFU-90-3
21	precision measuring equipment scheduling and maintenance data collection	mechanized card system records and other related, comparable forms, used for recording results of precision measuring equipment inspections and calibration operations and for establishing reinspection and recalibration schedules		destroy 3 months after entry or when no longer needed, whichever is sooner AUTH N1-AFU-90-3
22	controlled multiple address letters	general information letters from Aerospace Guidance Metrology Center (AGMC), used to notify PMEL personnel of new developments, procedures or methods in PMEL operations		destroy when no longer needed AUTH N1- AFU-90-3

TABLE 21-7

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
23	command certification list	listings of precision measuring equipment requiring off-base support, used to authorize off-base support of precision measuring equipment and establish recalibration requirements		destroy when superseded. AUTH N1-AFU-90-3
24	radiation reports	radioactive material permits, requests for renewal of permit, support data and test results	used to support requirements for radioactive material permits and support data	destroy 1 year after expiration of permit AUTH: N1-AFU-90-3
25			used to record results of radioactive swipe tests	destroy when new form is received or when the associated radiac equipment is deleted from PMEL schedules AUTH: N1-AFU-90-3

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

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

TABLE 21-8

AIRCRAFT MAINTENANCE

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	aircraft, missile delivery	records used to facilitate delivery of aircraft/missiles and to furnish a record of receipt of selected equipment, and forms transferred with the aircraft/missiles		destroy after 1 year AUTH N1-AFU-90-3
2	aircraft reports	damaged aircraft and engine disassembly reports	at MAJCOMs and major subordinate commands	destroy after 6 months. AUTH N1-AFU-90-3
3		flight reports		
4	aircraft inventory	equipment lists, shortage lists and similar records		destroy 3 months after salvage or other final disposal of related aircraft AUTH N1-AFU-90-3
5	weight and balance data	handbooks of weight and balance data (TO 1-1B-40), Record of Weight and Balance Personnel, Chart C-(Basic Weight and Balance Record		destroy after loss or inventory of aircraft AUTH N1-AFU-90-3
6		Chart A-(Basic Weight Check List, Airplane Weighing Record, -5 Technical Order		destroy when superseded or after loss or inventory of aircraft AUTH N1-AFU-90-3
7		Weight and Balance Clearance Form F prepared for each mission		destroy on completion of mission. AUTH N1-AFU-90-3
8		Weight and Balance Clearance Form F (canned Form F)		destroy when superseded. AUTH N1-AFU-90-3
9		Weight and Balance Clearance Form F related to aircraft involved in an accident		destroy 1 year after completion of accident investigation. AUTH N1-AFU-90-3

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

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

TABLE 21-9

MAINTENANCE INSPECTION

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	(RESERVED)			(RESERVED)
2	quality control inspection/evaluation records	personnel evaluations, technical, special, and activity inspections conducted by quality control activities		destroy 1 year after completed action or, when applicable, per appropriate rule in table 21-11 for equipment records, or destroy on receipt of next personnel evaluation or equivalent inspection report if not needed for analysis, investigation or follow-up AUTH N1-AFU-90-3.
2.01		maintenance evaluation records which record evaluations performed on maintenance personnel	at quality control offices	destroy 1 year after action is completed or give to individual upon reassignment or separation, whichever is sooner. AUTH N1- AFU-90-3
3			used for suspense control or to record inspection of inspection workcards or work unit code manuals	destroy when all entries have been filled in and form replaced by new inspection record AUTH N1-AFU-90-3

TABLE 21-9

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4		equipment discrepancy summary records summarizing discrepancies by category		destroy when no longer needed or after 1 year, whichever is sooner AUTH N1-AFU-90-3
5		quality control checksheets used in conducting quality control inspections		destroy when no longer needed, or replaced by new checksheet AUTH N1-AFU-90-3
6	nondestructive inspection data	nondestructive inspection techniques used for future reference of nondestructive inspection techniques		destroy when incorporated into applicable technical order, replaced by a new nondestructive inspection technique or when no longer needed AUTH N1-AFU-90-3
6.01	nondestructive inspection radiographs	radiographs used to compare present NDI radiograph with two previous programmed depot maintenance (PDM) inspections to verify structural integrity and trend analysis of aircraft structures		destroy the oldest radiograph after comparison of the current and next most current film or after 4 years, whichever is sooner AUTH. N1- AFU-90-3
6.02		radiographs used to detect defects or verify structural integrity during recurring field level inspections, maintenance, or time compliance technical orders (TCTOs)		destroy the oldest radiograph after comparison with the new radiograph when the inspection is reaccomplished after 4 years, whichever is sooner AUTH. N1- AFU-90-3
6.03		radiographs used to detect defects or verify structural integrity during one- time (other than TCTOs) inspections		destroy after repair of defects or after 6 months if no defects were detected AUTH N1-AFU-90-3
7	battery periodic inspection and battery servicing	monthly storage battery records for telephone rack batteries used to periodically check battery state of charge, servicing and inspection		destroy after 1 year or when no longer needed, whichever is later AUTH N1-AFU-90-3
8	inspection of railway equipment, watercraft, and training devices	inspection worksheets		destroy when the next equivalent or higher inspection is accomplished AUTH N1-AFU-90-3

TABLE 21-9

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9	welder qualification	application and test records for the qualification of welders	at testing labs and metals processing shops	destroy after 2 years, or when superseded, whichever is sooner (EXCEPTION: Metals shops forward to gaining activity on reassignment of member) AUTH N1-AFU-90-3
10	industrial radiography utilization log	industrial radiography logs		destroy when no longer needed to evaluate the adequacy of shielding for a particular situation AUTH. N1-AFU-90-3
11	foreign object damage (FOD) to aircraft, missiles or drones	weekly FOD inspections		destroy after 1 year AUTH N1-AFU-90-3

NOTE: All records destroyed in accordance with this table may be destroyed on inactivation of the unit if not needed by a successor unit (see AF137-138, chapter 5)

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

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

TABLE 21-10

NAVIGATIONAL AID RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	joint agreement on USAF/FAA performance standards and procedures			destroy when superseded, obsolete or no longer needed. AUTH N1-AFU-90-3
2	certification inspection reports			destroy when no longer needed or after facility is withdrawn from the Federal Airways System, whichever is sooner AUTH N1- AFU-90-3
3	general memorandum of agreement between USAF and FAA		at HQ USAF	retire as permanent (See Note) AUTH NC1-AFU-80-2

TABLE 21-10

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of duplicate copies	which are	then
4				destroy when superseded or obsolete AUTH N1-AFU-90-3
5	countersigned statements and appendix			destroy when superseded or on withdrawal of the facility from the Federal Airways System, whichever is sooner. AUTH N1- AFU-90-3

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

These three rules (involving temporary electronic records) apply to all rules in the preceding table; with the following exception: Rules ~~a~~^{through} ~~c~~ do not apply to Rule 3.

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

TABLE 21-11

EQUIPMENT MAINTENANCE (see note 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	aerospace vehicles, communications electronics meteorological equipment, ground/air launched missiles, or related equipment	records used in scheduling, controlling and managing maintenance efforts, recording operational data and status information, and recording the accomplishment of servicing, inspection, checkout, adjustment, calibration, repair, overhaul and modification	time compliance technical order (TCTO) products not covered by table 21-6	destroy after receipt and verification of next report (EXCEPTION When mechanized reports are not used, destroy 3 months after posting, if no longer needed, or no later than after 1 year) AUTH N1-AFU-90-3
2			monthly maintenance plan	destroy when no longer needed or after 1 year, whichever is sooner. AUTH N1-AFU-90-3
3			weekly maintenance plan	destroy when no longer needed or after 2 years, whichever is sooner. AUTH N1-AFU-90-3
3.01			daily maintenance plan	destroy after 3 months or when no longer needed, whichever is sooner AUTH N1- AFU-90-3

TABLE 21-11

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
4			visual aids	destroy when replaced, obsolete or no longer needed AUTH. N1- AFU-90-3
5			special qualification certificate	
6			data transmittal records	destroy after 1 month or when no longer needed, whichever is sooner. AUTH N1- AFU-90-3
7			daily requirements and dispatch records used for dispatch control of aerospace ground equipment	
8			personnel availability forecast, shop workload summary, and maintenance preplan used in preparation of work schedules	
9			punched card transcripts used as source records for computer products	destroy when computer product is verified AUTH. N1-AFU-90-3
10			job standards	destroy when replaced by a new job standard or when no longer needed, whichever is sooner. AUTH. N1- AFU-90-3
11			missile status worksheet	destroy after 3 months or when no longer needed, whichever is sooner AUTH N1- AFU-90-3
12			weekly/daily flying schedule coordination used to insure all concerned agencies are notified of schedule changes	destroy after 1 year, or when no longer needed, whichever is sooner AUTH N1-AFU-90-3
13			generation maintenance plan and generation sequence	destroy when replaced by a new plan or action schedule AUTH. N1-

TABLE 21-11

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			actions scheduled used to preplan and establish sequence of events for generation actions	AFU-90-3
14			inspection/TCTO planning guide for inspection/TCTO accomplishment	destroy 1 month after completion if no longer needed, but not later than after 1 year AUTH N1-AFU-90-3
15			specialist dispatch control log used for internal workcenter control of personnel dispatch	destroy daily, when no longer needed, but not later than after 1 month AUTH N1- AFU-90-3
16			aerospace ground equipment (AGE) status used to notify maintenance control of AGE status	
17			technical order distribution record used to maintain technical order files	destroy when replaced by a new form or when no longer needed, whichever is sooner AUTH N1-AFU-90-3
18			time change requirement forecast	destroy when no longer needed AUTH N1- AFU-90-3
19			maintenance data collection forms used for scheduled preventive maintenance	destroy after reports are produced AUTH N1- AFU-90-3
20			maintenance data collection record used for repair, inspection, and time change items	destroy after key punch, receipt of machine listing and correction of errors if no longer needed, or after reports are produced and narrative is transcribed to significant historical data form, but not later than after 1 year (See Notes 2 and 3) AUTH N1-AFU-90-3
21			original or source records, created for control purposes, such as job control records	destroy when no longer needed, or 3 months after record has been closed, whichever is

TABLE 21-11

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
			when equipment status reporting is not required	sooner AUTH N1- AFU-90-3
21.01			original of source records created for equipment status reporting	destroy after 3 months or when no longer needed, whichever is later AUTH N1- AFU-90-3
22			schedule of technician availability	destroy when no longer needed, or after 3 months, whichever is sooner AUTH N1- AFU-90-3
23			used to record odor test/servicing of aviator's breathing oxygen	destroy 2 weeks after date of last recorded servicing. AUTH: N1- AFU-90-3
24			transient job control number registers	destroy after 1 year or after submission of semiannual transient aircraft information AUTH N1-AFU-90-3
25			base job control number register	destroy when no longer needed, but no later than 3 months after all entry spaces have been used AUTH N1- AFU-90-3
26			advanced configuration management system projection of items due for mandatory removal	destroy after receipt and verification AUTH N1-AFU-90-3
27			advanced configuration management system selected article configuration status report	destroy pages that are superseded after receipt, verification, and file of changed pages AUTH N1- AFU-90-3
28			communications, electronics, meteorological onsite maintenance records, i.e., pre-PDM survey record and certification and certificate of PDM maintenance	destroy after 1 year if no longer needed for followup AUTH N1- AFU-90-3

TABLE 21-11

Continued.

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
			accomplished	
29			minutes of maintenance meetings	destroy when no longer needed. AUTH N1- AFU-90-3
30			for equipment involved in an accident or incident that results in damage to private property or injury to personnel, resulting in an investigation	dispose of with the investigative file of which they become a part AUTH N1-AFU- 90-3
31			for equipment destroyed, abandoned, reclaimed, salvaged, lost or missing	destroy 1 month after abandonment of search or physical disposition AUTH N1-AFU-90-3
32			for expended air launched missiles	
33			for ground launched missiles expended or destroyed (not related to AFI 51-503), and reentry vehicle	send to AFMC System Manager or SA-ALC Director of Special Weapons, as applicable, destroy after 3 months, provided all pertinent data has been extracted for other records or the original records have served their purpose AUTH N1-AFU-90-3
33.01			for equipment dropped from AF inventory for reasons other than specified in rules 30 through 33	destroy after 1 month AUTH N1-AFU-90-3
34			duplicates or nonrecord copies of records in rules 1 through 32	destroy when no longer needed or after 1 year, whichever is sooner AUTH N1-AFU-90-3
34.01			sortie maintenance briefings (originals)	destroy after key punch or forward to another agency for filing, where it will be destroyed when no longer needed AUTH N1-AFU-90-3
34.02			sortie maintenance briefings (copies at debriefing facility)	destroy after 1 month or when no longer needed, whichever is

Con.	J.	A	B	C	D
R U L E		If the records are or pertain to	consisting of	which are	then
					later. AUTH N1-AFU-90-3
35			work order authorizations, production orders, work adjustment orders, work order numbers, and instructions slips	working copies	destroy 3 months after completion of job AUTH N1-AFU-90-3
36				extra copies	destroy on completion of job. AUTH. N1-AFU-90-3
37				selected work orders pertaining to local manufacture of items used to establish work standards and costs of repetitive work	destroy after 6 months AUTH N1-AFU-90-3
38			data processing machine listing such as identification number listings, etc		destroy after 2 years or when superseded or no longer needed, whichever is sooner AUTH N1-AFU-90-3
39		Maintenance Management Information Control System (MMICS) Output Products	training course table list, course status report, status code, training forecast, daily operational utilization report, maintenance personnel listing, skill level report, work center list, flying schedules, TCTO status, TCTO reports, mobility personnel, maintenance data collection equipment schedule, etc		destroy when superseded, obsolete, or when no longer needed AUTH N1-AFU-90-3
40		Core Automated Maintenance System (CAMS) Output Products	training course table lists, course status reports, work center lists, maintenance personnel listing, mobility personnel listing, TCTO status, TCTO work order requests, maintenance data collection equipment schedule, etc	maintained by the maintenance complex	

NOTE(S)

1 This table applies only to those records that are prescribed by and maintained in accordance with AFIs 21-101 and 21-109 and all associated

00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit, if not needed by a successor unit (see AF 137-138, chapter 5)

2 Retain data on Reliability Improvement Warranty (RIW) items for a minimum of 4 months

3 Copies of source records used for billing purposes must be retained for the full one year period for audit records. See table 65-3

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

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

TABLE 21-12

SERVICE ENGINEERING

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	project files	records reflecting results of engineering evaluations, feasibility studies, modifications, prototyping and testing (including verification test), generated as a result of engineering management and commodity engineering support and services required for operation, maintenance, modification and rehabilitation of material, and are categorized into various weapons support systems and subsystems, i.e., propulsion accessories, electronics, materials, nonaeronautical and aeronautical		retire to WNRC when equipment, system or subsystem is declared obsolete to AF needs; destroy after 30 additional years AUTH: N1-AFU-90-3

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

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

TABLE 21-13

GROUND COMMUNICATIONS-ELECTRONIC EQUIPMENT STATUS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	equipment status records, batch or Maintenance Management Information Control System (MMICS)	data cards used to prepare summaries, tabulations or Automatic Data Processing Equipment (ADPE) tapes	at MAJCOMs	destroy after action is completed AUTH N1-AFU-90-3
2			below MAJCOMs	destroy 14 days after preparation AUTH N1-AFU-90-3
3		master inventory and standard MMICS equipment status reporting (ESR) listings		destroy when superseded, obsolete or no longer needed AUTH N1-AFU-90-3
4		communications-electronics- meteorological (CEM) programs audit/error, open incident, daily Automatic Digital Network (AUTODIN) transmittal and reject listings and corrections	at MAJCOMs and intermediate headquarters	destroy 90 days after entry into batch or MMICS system AUTH N1-AFU-90-3
5			below MAJCOMs	destroy 30 days after entry into the batch or MMICS system AUTH N1-AFU-90-3

TABLE 21-13

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6		job control records		destroy 90 days after completion of job. AUTH. NI-AFU-90-3
7		summaries, listings and studies		destroy when superseded, obsolete or no longer needed, or after 1 year, whichever is sooner (EXCEPTION: When the basis of a standard publication, see table 37-7) AUTH. NI- AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the following exception: rules ~~6, 7, and 8~~ do not apply to Rule 7 in instances where the records are the basis of a standard publication.

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

TABLE 21-14

RECLAMATION RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	reclamation of aircraft and surface equipment as result of accidents or normal deterioration	historical data, reports of survey, special order extracts, photographs, related papers and correspondence	at MAJCOMs	destroy 5 years after completion of action (EXCEPTION: records required for investigation, inquiries, etc., destroy on completion of such action, provided retention period has expired). AUTH: NI-AFU-90-3
2			at subordinate echelons	destroy 2 years after completion of action (EXCEPTION: where MAJCOM requests audit of a specific case file, destroy the excepted records after audit, provided the specified retention period has expired) AUTH NI-AFU-90-3

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

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

TABLE 21-15

MILITARY AIRCRAFT STORAGE AND DISPOSITION CENTER (MASDC)

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
1	aircraft/missile and special project files for AF, Army, Navy and CG, and other government agencies	project directions, schedules, special technical aspects, customer correspondence, inquiries from higher headquarters, work directives and amendments, work/shipping priorities, contracts, for both continental US and Security Assistance Program customers	at MASDC OPR responsible for coordination and acceptance of negotiated workloads from weapons systems managers, item managers, and other services and government agencies	destroy 2 years after completion of action AUTH.N1-AFU-90-3
2		work directives and related records	at other than MASDC OPR	destroy 1 year after completion of action, or when no longer needed, whichever is sooner. AUTH.N1-AFU-90-3

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

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

TABLE 21-16 AERONAUTICAL DEPOT MAINTENANCE INDUSTRIAL TECHNOLOGY PROGRAM				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	improved repair project proposals	description of problems, initiator, stock numbers, prices, possible solutions, evaluations/analyses, conclusions, recommendations and related correspondence	at HQ AFMC	destroy 3 years after completion/deletion of project AUTH: N1- AFU-90-3
2			approved projects at submitting, supporting, participating and other activities	destroy on completion of project or when no longer needed, whichever is sooner. AUTH N1-AFU-90-3
3			disapproved project proposals at activities in rule 2	destroy after 3 years AUTH: N1-AFU-90-3
4	safety proposals	recommended methods of processing, involving safety or health considerations	approved by safety and/or medical authorities	destroy after inclusion into technical data, AFOSH or OSHA standards. AUTH: N1- AFU-90-13
5	program reports/technical reports	reports prepared at the completion of an important phase of a program or at the end of a project and contain evaluation methods, recommendations and conclusions	at HQ AFMC	destroy 10 years after the close of a project AUTH: N1-AFU-90-13

TABLE 21-16

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
6			copies other than rule 5	destroy when no longer needed AUTH: N1- AFU-90-3
7	program proposals	description of processes, techniques, and related material pertinent to common repair facilities	approved	destroy 5 years after the close of the project AUTH: N1-AFU-90-13
8			disapproved	destroy after 3 years AUTH: N1-AFU-90-3
9	proposals	description of new or changed technical process requirements and the alternative solutions thereto	at HQ AFMC	destroy 3 years after completion/deletion of the proposal AUTH N1-AFU-90-3
10	summary quarterly reports	reports containing the accomplishments and impact of overhaul and repair processing projects proposed, initiated and completed		destroy after 1 year. AUTH: N1-AFU-90-3

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

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

TABLE 21-17

GOVERNMENT-OWNED TELE

NE SERVICE RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	telephone/wire communications history records	records documenting management, operation, and maintenance of government-owned telephone and wire communications equipment, including telephone equipment line record, telephone equipment key systems record/worksheet, cable record, telephone number assignment record, and related records maintained in accordance with T O 00-20-8		destroy when individual service is discontinued, or when superseded by new record card. AUTH
2	telephone service, cable and terminal transfer records	service requests, service orders, and cable transfer worksheets used to record information pertinent to cable and terminal transfers		destroy 2 years after completion of actions AUTH N1-AFU-89-19
3	telephone service	telephone trouble logs used to document telephone service		destroy after 2 years AUTH N1-AFU-89-19
4	history of battery	monthly storage battery service record		destroy when battery is no longer in service AUTH N1-AFU-89-19
5	circuit layout and trouble report records	records which document circuit layout and trouble reports for special circuits		destroy 1 year after discontinuance of service AUTH N1-AFU-89-19

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

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

TABLE 21-18

MINUTEMAN COMMUNICATIONS

CABLE AFFAIRS

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
1	Hardened Intersite Cable Systems (HICS) project/case files	initial requests generated by a utility/government agency to relocate, adjust, or cross a HICS easement; copies of consent to cross cable easement issued by the US Army Corps of Engineers, engineering drawings, specifications, and cost estimates, requests for funding, letters of agreement between the USAF and other parties; photos, sketches, and memoranda of telephone conversations representing other parties, reimbursement billing requests and payment received vouchers, miscellaneous memoranda and other correspondence associated with HICS relocation/adjustment project	at Cable Affairs Office (CAO) in an AFCC communications unit supporting a MINUTEMAN strategic missile wing	destroy 1 year after deletion of the MINUTEMAN missile cable system at applicable base, or when no longer needed, whichever is sooner AUTH: N1-AFU-90-3
2	tract, landowner/tenant files	records unique to a particular tract number, associated with an erosion project, copy of returned annual landowner or tenant questionnaire/letter, copy of legal instruments granting the USAF easement for installation of the HICS; investigations and settlement data regarding land, property, or crop damage, erosion investigation photographs, cost estimates, drawings, specifications, contract solicitation data, technical provisions, repair completion notices, and miscellaneous memoranda for the record		

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 21-19				
AIRCRAFT BATTLE DAMAGE REPAIR (ABDR)				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	Aircraft Battle Damage Repair (ABDR) proficiency status	summaries of the specific types of completed ABDR proficiency training	at each unit with ABDR taskings	destroy when training requirements are changed, or 2 years after submitted, whichever is sooner AUTH: NI-AF 90-25

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 21-20

ARMAMENT TRAINING

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	individual weapons/ aircraft evaluation and certification	personnel/crew evaluation reports	used to update load training and certification documents	destroy after 1 year or when replaced by equivalent evaluation AUTH N1-AFU-90-3
1.01			used to record certification and decertification	destroy when superseded, or when an individual has been relieved from duties requiring certification. Send with consolidated training record when individual is reassigned (see table 36-12, rule 1) AUTH N1-AFU- 90-3
1.02		load training and certification records for certification of munitions loading crews		destroy when superseded, or when an individual has been relieved from weapons loading Send with consolidated record when an individual is reassigned (see table 36-12, rule 1). AUTH. N1-AFU-90-3

TABLE 21-20

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
2	individual bombardment and gunnery training	records of bombing and gunnery practice and bombing missions		destroy after completion of training, provided data required for individual training records have been extracted and entered on appropriate record AUTH N1-AFU-90-3
3	general bombardment and gunnery training	training in air-to-air and air-to-ground gunnery and bombing, such as instructor log reports, bombing range log, bomb trainer target sheets, and bombing proficiency worksheets		destroy after 6 months AUTH N1-AFU-90-3
4	(RESERVED)			(RESERVED)
5	ground weapons training and maintenance	AF Form 710, Ground Weapons Training Record	at range offices	destroy after 3 years AUTH N1-AFU-90-3
5.01		correspondence, requests, notices, or similar data used to reflect the time, area and type of firing in scheduling personnel for small arms training		destroy after 1 year AUTH N1-AFU-90-3
5.02		local procedures establishing safety measures, storage, issue and maintenance of equipment which result in the issuance of a publication		dispose of as background material to the related publication (see table 37-7) AUTH N1-AFU-90-3
5.03		Ground Weapons Training Data (AF Form 522)	at individual's unit	dispose of per AFI 36-2608 AUTH N1-AFU-90-3
5.04		Combat Arms Management Information System (CAMIS) Report (in paper form only)		destroy after 5 years (See Note). AUTH N1-AFU-90-3
6	distinguished pistol/rifleman badges	individual record of awards (pistol) and (rifle) 5x8 cards recording credit point earned	at HQAETC	destroy after 30 years AUTH N1-AFU-90-3
7	explosive ordnance disposal proficiency	records accumulated in the program of continuous training which is essential to maintenance of proficiency up to standards established in Job Proficiency Guide 46470 for entered on duty personnel	individual proficiency training record forms	destroy 18 months after they are completed AUTH N1-AFU-90-3
8			certification control registers	destroy after they have been completed and replaced by new verified registers AUTH N1-AFU-90-3
9	ammunition records	issues, expenditures, turn-ins, and	not in ammunition	destroy after 2 years

TABLE 21-20

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		other records relating to ammunition accountability for individuals, units, and activities	custodian jacket file	AUTH N1-AFU-90-3
9.01			in ammunition custodian jacket file	destroy when superseded by a validated supply point listing (Q-13). AUTH. N1-AFU-90-3
10	munitions allowances	requests, changes, estimates, and related records		destroy when superseded AUTH N1-AFU-90-3

NOTE: If CAMIS becomes in whole or in part a machine-readable records system, such ADP records are not authorized for disposal.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the following exception: Rules a & b DO NOT APPLY to Rule 5.04

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

TABLE 21-21
ARMAMENT

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	ammunition and explosive materiel	ammunition disposition reports or similar forms used to report and request authority to dispose of obsolete or unserviceable ammunition, components and explosives	originals maintained as property vouchers to the stock record account	see tables 23-4 and 21- 6 AUTH. N1-AFU- 90-3
2			below major subordinate commands	destroy after 2 years AUTH N1-AFU-90-3
2.01			at major subordinate commands and above	destroy after 1 year or when no longer needed, whichever is later. AUTH N1-AFU-90-3
3	waivers or exemptions to explosive safety and quantity-distance criteria	inspection and storage reports, periodic reports of availability, requirements, inventories, and consumption, and related correspondence		destroy after 1 year or when superseded by a new report, whichever is later. AUTH N1- AFU-90-3
4		authorizations for waivers or exemptions to empirical distances in relation to quantity of explosives accumulated incident to inspections concerning safety, surveillance, renovation, preservation, repair, modification, demilitarization, manufacture, and destruction of ammunition and explosive materiel	at HQ USAF	destroy 2 months after date of expiration AUTH N1-AFU-90-3

TABLE 21-21

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
5			at other than HQ USAF	destroy immediately after date of expiration AUTH N1-AFU-90-3
6	ammunition and explosive materiel surveillance	cards maintained as a cumulative record covering the entire period of storage at an installation		destroy 2 years after ammunition is shipped or otherwise disposed of, or when superseded, whichever is sooner AUTH N1-AFU-90-3
7	explosive ordnance disposal (EOD)	form reports and related records	at originating units and intermediate reviewing activities/staff offices	destroy after 1 year AUTH N1-AFU-90-3
8			at MAJCOMs and technical schools	destroy when no longer needed AUTH N1- AFU-90-3
9			at Det 63, Ogden ALC, NAVEODTECHCEN	destroy after 5 years AUTH N1-AFU-90-3
10			for EOD proficiency training	see table 21-20 AUTH N1-AFU-90-3
11	key control and issue log			destroy 1 month after all entry spaces are used and replaced by a new log, if no longer required AUTH N1- AFU-90-3
12	aircraft armament and munitions configuration	munitions configuration and expenditure documents		destroy when data has been extracted and entered on appropriate records or when no longer needed AUTH N1-AFU-90-3
13	covenant not to sue- hold harmless agreements	completed records initiated in the interest of USAF which may involve civilian claims at a later date used in conjunction with providing EOD assistance to civil agencies		destroy 2 years after date of incident per federal tort claims act AUTH N1-AFU-90-3
14	nuclear ordnance shipping schedule (NOSS)	message report consisting of nuclear ordnance shipment requirements to support contingencies, war plans, SIOP/alert posture and/or emergencies	at MAJCOMs	destroy after 1 year or when no longer needed, whichever is later (See Note) AUTH N1- AFU-90-3
15			below MAJCOMs	destroy 3 months after all movements are completed or when no longer needed.

TABLE 21-21

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
				whichever is later (See Note) AUTH: N1- AFU-90-3
16	warehouse planning and layout			see table 23-17, rule 2. AUTH: N1-AFU-90-3
17	storage reporting			see table 23-17, rule 9. AUTH: N1-AFU-90-3
18	special weapons storage facilities report			see table 23-17, rule 10. AUTH: N1-AFU-90-3

NOTE: These records are not retired to federal records centers

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

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

TABLE 21-22

COMBAT AMMUNITION SYSTEM-BASE (CAS-B) RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	daily transaction history	accountable registers prescribed in AFM 136-824 that reflect specific property transactions	at bases operating under the CAS-B	destroy after 1 year, or when replaced by a Monthly Register, whichever is later. AUTH N1-AFU-90-3
2	monthly transaction history			destroy after 1 year. AUTH N1-AFU-90-3
3	unit records	due-out listing, due-in from maintenance (DIFM) listing, asset balance listing, asset level listing, basic indicative data report, summary report, shipment suspense, asset posture report		destroy when superseded AUTH N1-AFU-90-3
4	munitions reconciliations	reconciliation reports of munitions on munitions serviceability and location records required by AFI 21-201		destroy after 1 year AUTH N1-AFU-90-3
5	conversion audit list	accountable record pertaining to satellite rehomings, conversion from any other supply system to the CAS, establishment of new munition supply account, conversion of computer system		
6	source records	issue/turn-in records, shipping/receiving, expenditures, disposals, and notice of lost or missing documents which pertain to accountable type transactions and contain valid document number		

TABLE 21-22

Continued.

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	supporting records			see table 23-4, rule 14 AUTH N1-AFU-90-3
8	recurring CAS-B listings and reports not covered elsewhere in this table			destroy on receipt of new listings or reports, or when no longer needed, whichever is later AUTH N1- AFU-90-3
9	account files			see table 23-4, rule 26 AUTH N1-AFU-90-3
10	inventory adjustment registers	inventory adjustment listing used to adjust item/detail record balances processed per AFI 21-201 and AFM 136-824		destroy after 2 years AUTH N1-AFU-90-3
11	inventory count listings	listing or forms associated with, prepared, or accomplished, as part of cyclic/special inventories		destroy after next semiannual inventory is reconciled AUTH N1-AFU-90-3
12	inventory accuracy report	listings prepared to show accuracy of inventory		destroy after 1 year AUTH N1-AFU-90-3
13	inventory status report			destroy when no longer needed AUTH N1- AFU-90-3
14	ADPE output printouts			see table 23-9, rules 9 and 10 AUTH N1- AFU-90-3
15	custody jacket files (supply point records)	custodian authorization/custody receipt listing, supporting documents, authorizations, letters of instruction, and briefings		destroy after receipt and validation of new approved custody listing AUTH N1- AFU-90-3
16	base information/organiza tion file	tapes or listings which reflect base activity addresses or organizations that require munition support		destroy when superseded or no longer needed AUTH N1- AFU-90-3
17	control and suspense files			see table 23-10, rule 1 AUTH N1-AFU-90-3
18	munitions reporting records			see table 23-10, rule 2 AUTH N1-AFU-90-3
19	munitions reference records			see table 23-10, rule 3 AUTH N1-AFU-90-3
20	munitions effectiveness reports			see table 23-9, rule 20 AUTH N1-AFU-90-3
21	financial accounting basic transactions			see table 177-1, rule 6 AUTH N1-AFU-90-3
22	mission capability checklists			see table 23-1, rule 8 AUTH N1-AFU-90-3

TABLE 21-22

Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
23	adjusted stock level records			see table 23-4, rule 16. AUTH N1-AFU-90-3
24	supply support control records	war readiness materials (WRM) war consumables distribution objective (WCDO)		see table 23-9, rule 21. AUTH N1-AFU-90-3
25	installation level audits	nuclear munitions and CAS management audits		destroy after subsequent audit is completed and finalized AUTH: N1-AFU-90-3
26	waivers or exemptions to explosive safety and quantity-distance criteria	locally generated override approval forms required by AFM 136-824, Vol 1 for overrides to hazard division, compatibility group, or total net explosive weight for storing munitions		destroy after safety waiver is approved or conditions for waiver no longer exist. AUTH N1-AFU-90-3
27	(RESERVED)			(RESERVED)
28				
29				
30				
31				
32	munitions maintenance	records used in scheduling, controlling and managing maintenance efforts, recording operational data and status information, and recording the accomplishment of servicing, inspection, checkout, adjustment, calibration, repair, overhaul, and modification	monthly maintenance plans	destroy after 6 months, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
33			weekly maintenance plans	destroy after 3 months, or when no longer needed, whichever is sooner AUTH: N1-AFU-90-3
				(RESERVED)

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

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