

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-AFU-02-147 ✓	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 6/3/02	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 8-28-02	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>73</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 <i>28 May 02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S. Croom</i>		TITLE Air Force Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The SF115 relates to the three rules on the first attached sheet, involving temporary electronic records. Specifically, these three rules are to be added to the following attached tables in AFMAN 37-139:</p> <p>Tables 10-1 through 10-16, Tables 11-1, 11-2, 11-3, and 11-5, and Tables 13-1 through 13-15.</p> <p>The three rules on the first attached sheet will apply to all series in these tables, except as noted in the text adjoining the three rules.</p> <p>The attached tables themselves have been <u>crossed out</u> because this SF115 covers, for each table, only the three rules involving temporary electronic records.</p> <p><i>cc NR, DWMW Agency</i></p>		

**Job N1-AFU-02-14F:**

The three rules below (involving temporary electronic records) should be added to Tables 10-1 through 10-16, Tables 11-1, 11-2, 11-3, and 11-5, and Tables 13-1 through 13-15, in AFMAN 37-139.

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are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes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

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

**Table 10-3, Rules 8, 10** – Records are unscheduled.

**Table 10-6, Rule 6** – Records are unscheduled.

**Table 10-13, Rule 4** – Records are unscheduled.

**Table 13-11, Rule 5** – Rule cross-references a table that includes unscheduled items.

**Table 13-12, Rule 1** – Records are unscheduled. (They are incorrectly listed in AFMAN 37-139 as permanent.)

***Rules a and b do not apply to the following rules:***

**Table 10-1, Rule 1** – Records have same disposition as related records, some which may be permanent.

**Table 10-1, Rules 3, 5** – Records are permanent.

**Table 10-3, Rule 1** – Records might warrant permanent retention if maintained electronically.

**Table 10-4, Rules 1, 1.01, 3** – Records are permanent.

**Table 10-4, Rules 4, 6** – Records might warrant permanent retention if maintained electronically.

**Table 10-5, Rule 13** – Records are permanent.

**Table 10-6, Rules 1, 3** – Records are permanent.

**Table 10-7, Rule 4** – Records are permanent.

**Table 10-10, Rules 6, 7, 8** – For some of the records covered, the rule cross-references a table that includes permanent items.

**Table 10-11, Rules 1, 2** – Records might warrant permanent retention if maintained electronically.

**Table 10-12, Rules 1, 12.01, 13** – Records are permanent.

**Table 10-15, Rule 2** – Records are permanent.

**Table 13-5, Rules 1, 3, 4** – Records are permanent.

**Table 13-7, Rule 1** – Records are permanent.

**Table 13-8, Rule 4** – Rule cross-references a table that includes permanent items.

**Table 13-11, Rules 1, 1.03, 4.01, 6.01** – Records are permanent.

**Table 13-11, Rules 2, 3** – Rules cross-reference a table that includes permanent items.

**Table 13-13, Rule 2** – Rule cross-references a table which cross-references another table containing permanent records.

**TABLE 10-1**  
**JOINT CHIEFS OF STAFF RECORDS**

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	Joint Chiefs of Staff (JCS) documents	JCS papers implemented by the AF, and made a part of the AF documentation of the action implemented		they have the same disposition as the records they document. AUTH: N1-AFU-90-3
2		JCS papers received for informational purposes only		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
3		brief packages, brief sheet, index, coordination and receipt sheet, talking papers, background papers, service changes, and other related papers to support brief package	at HQ USAF/XOXJ	retire as permanent after 5 years (See Note). AUTH: NC-174-151
4			at other than HQ USAF/XOXJ	destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
5		Air Force responses to JCS taskings (replies and support material)	at HQ USAF/XOXJ	retire as permanent after 5 years (See Note). AUTH: NC-174-151
6			at other than HQ USAF/XOXJ	destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

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

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a" and "b" do not apply to rules 1, 3, and 5:

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

**TABLE 10-2**  
**AIR SURVEILLANCE RECORDS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<del>1</del>	<del>control logs</del>	<del>data on routine daily surveillance operations</del>	<del>at aircraft control and warning (ACW) units and airborne early warning and control (AEW&amp;C) units</del>	<del>destroy 1 year after close of the calendar year in which last entry was made. AUTH: N1-AFU-90-3</del>
2		data on AEW&C aircraft on active air defense missions		destroy after 3 months. AUTH: N1-AFU-90-3
3		recorders logs, telling sequence and interception action records, and comparable forms which supplement such records		destroy after 2 months. AUTH: N1-AFU-90-3
4		teletype record logs prepared by AEW&C units during Dualex operations		destroy after 1 month. AUTH: N1-AFU-90-3

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

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

TABLE 10-3				
TRAINING REPORTS, SPECIAL EXERCISE AND MANEUVER PLANS RECORDS				
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	tactical evaluations	reports and other data used in evaluating a unit's capabilities as demonstrated during a training exercise conducted in either live or synthetic environment	at MAJCOMs and below	destroy after next evaluation is accomplished, or on change of weapon system, whichever is sooner. AUTH: N1-AFU-90-3
2	(RESERVED)			(RESERVED)
3	systems training status	recurring reports accomplished in compliance with a System Training Program (STP)		destroy after 1 year. AUTH: N1-AFU-90-3
4	training aids	maps or charts indicating name and location of units having a controlled training aid; description of the aid, etc., including requests for use, approval or disapproval, shipping authority, and shipping instructions		destroy when training aid is removed from control. AUTH: N1-AFU-90-3
5	special exercise and maneuver plans	journals, logs, messages, punched cards, film strips, and tapes used to record or report exercise play or pertinent portions for evaluations		destroy when no longer needed. AUTH: N1-AFU-90-3
6		operations and deployment plans and orders, related records prescribing the training of personnel, testing of equipment or both, used in planning for and participating in command post exercises or similar unilateral joint maneuvers	at MAJCOMs and below	destroy 3 years after exercise has been completed, or when declared obsolete, whichever is sooner. AUTH: N1-AFU-90-3
7	continental test records	plans, orders, and supporting background material created by AF activities participating in joint testing		
8		final reports of tests		disposition pending. AUTH: Unscheduled
9	(RESERVED)			(RESERVED)
10	overseas test records	plans, orders, and final reports created for and in the name of Joint Task Force		disposition pending. AUTH: Unscheduled
11	plans, orders, and reports	reference copies of material identified in rules 2 through 10		destroy when no longer needed. AUTH: N1-AFU-90-3

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a", "b", and "c" do not apply to rules 8 and 10, and rules "a" and "b" do not apply to rule 1:

<b>RULE</b>	<b>A</b> <b>If the records are or pertain to</b>	<b>B</b> <b>consisting of</b>	<b>C</b> <b>which are</b>	<b>D</b> <b>Then</b>
<b>a</b>	Electronic systems	electronic records that replace temporary hard copy records		destroy on expiration of the retention period previously approved for the corresponding hard copy records
<b>b</b>		electronic records that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements		destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes
<b>c</b>		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 10-4				
WARTIME PLANNING RECORDS				
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
	master set of plans	the USAF War and Mobilization Plan (WMP), USAF Planning Concepts (The Plan); Continuity of Operation (COP DAF) Plan; Survival, Recovery, and Reconstitution (SRR) Plans, augmentation plans, and all plans written in support of JCS, HQ USAF, and unified command plans	at HQ USAF and MAJCOMs	retire as permanent when superseded, obsolete, or when implemented, one copy of all plans with essential source material, annexes, appendices, tabs, and all changes thereto (See Note). AUTH: NC1-AFU-79-2
1.	Joint Operating Planning System (JOPS) master set of plans	camera ready pages, background material, JCS approval records, maps, flight plans, charts, and TPFDL Listings and agency coordination sheets for JOPS prepared Operation Plans	at specified commands	hold for 2 years when no longer required by the JCS, retire the record copy and all background information as permanent (See Note). AUTH: NC1-AFU-79-2
2	support plans	records similar to those described in rule 1, received from subordinate echelons, lateral commands, and other defense agencies for monitoring purposes and/or for coordination of planned operations		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
3	implemented plans	a master set of implementations of the planning records covered in rule 1	at implementing headquarters	retire as permanent (See Note). AUTH: NC1-AFU-79-2
4	basic planning records	basic wartime plans, operations plans and orders, augmentation plans, continuity of operations plans, and similar media with essential source material providing guidance and requirements to support higher headquarters wartime planning		destroy when related plan or order is superseded or obsolete. AUTH: N1-AFU-90-3
5	reference plans	war plans and similar media received for review and guidance		destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
6	background material	correspondence and related support data furnishing input to MAJCOM wartime plans	at MAJCOMs	destroy when related plan is superseded or obsolete. AUTH: N1-AFU-90-3

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

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a" and "b" do not apply to rules 1, 1.01, 3, 4, and 6:

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

<b>TABLE 10-5</b>				
<b>REGION OPERATION CONTROL CENTER (ROCC)/SECTOR OPERATION CONTROL CENTER (SOCC) RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	adaptation data	technical papers, studies, reports, and related engineering or operational data, including geographical features, weapons and missile characteristics, equipment capabilities, and other pertinent data	at command level and below	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-88-41
<b>2</b>	computer programming	data created incident to designing, planning, constructing, and/or operating phases of ROCC/SOCC and the computer program (new content), with related equipment changes (retrofits), etc.	at command level and ROCC/SOCC programming facility	destroy when no longer needed. AUTH: N1-AFU-88-41
<b>3</b>		master file of program card decks		destroy replaced or superseded program card decks 60 days after the succeeding program is declared successful and operational. AUTH: N1-AFU-88-41
<b>4</b>		active card decks reflecting air surveillance, weather, weapons status, or other local variables		destroy 30 days after data becomes obsolete. AUTH: N1-AFU-88-41
<b>5</b>		program write-ups, various EAM card decks, related electronic tapes containing instructions designed to control the operation of the ROCC/SOCC computer according to predetermined requirements		destroy obsolete card/tape-loaded program card decks with related electronic tapes and program write-ups when no longer needed. AUTH: N1-AFU-88-41
<b>6</b>		standby file of obsolete card-loaded program decks and/or partial program decks		destroy after 30 days. AUTH: N1-AFU-88-41
<b>7</b>		duty rosters, EAM cards and consolidated rosters detailing individuals for computer operation and/or maintenance duties		destroy after 6 months. AUTH: N1-AFU-88-41

TABLE 10-5			
Continued.			
	A	B	D
8		coordinators' notebooks containing entries involving monitoring and control of program card decks, writings, tapes, plug-in units, and related program material	destroy when no longer needed. AUTH: N1-AFU-88-41
9		computer use monthly planning schedules forecasting availability of ROCC/SOCC computers, letters, messages, and similar media reflecting the planned operational state of alerts; electronic changes; synthetic exercises and other requirements affecting computer usage	destroy 6 months after implementation or when declared obsolete, whichever is sooner. AUTH: N1-AFU-88-41
10	technical library materials	master copy of all program card decks, computer magnetic tapes, maps, scripts, aids and other materials used in the production of and/or produced to accomplish the required tasks	dispose of according to the applicable rules relating to the specific records. AUTH: N1-AFU-88-41
11	(RESERVED)		(RESERVED)
12			
13	technical memoranda (manuals)	ROCC/SOCC technical manuals, published system notes, etc. that describe system design, operations and limits	retire as permanent (note 2). AUTH: N1-AFU-88-41
14		copies	destroy when rescinded, superseded or no longer needed. AUTH: N1-AFU-88-41
15		ROCC/SOCC manuals, notes and guides that describe system data and data characteristics	at command level and below

**NOTE(S):**

1. (RESERVED).
2. Transfer to the National Archives at end of system life-cycle.

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a" and "b" do not apply to rule 13:

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

TABLE 10-6				
OPERATIONAL REPORTS AND ANALYSES (see note 1)				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1. 01	combat operations	accounts and reports describing combat action, objectives, accomplishments, results, loss of personnel, equipment, material, aircraft, and related data	as a result of actual combat, located at originator, MAJCOMs and major subordinate commands	retire as permanent (See Notes 2 and 3). AUTH: NC1-AFU-80-8 (Microfilmed: NC1-AFU-83-95)
			as a result of actual combat, located at any agency other than the originator, MAJCOMs or major subordinate commands	destroy after 1 year. AUTH: N1-AFU-90-3
			as a result of peacetime operations or exercises performed to simulate, test, evaluate or support emergency war orders and allied activities	destroy when no longer needed. AUTH: N1-AFU-90-3
3. 01	analyses	memoranda, reports, drawings, charts, graphs, statistics, and other reference and source materials incident to analysis and study of AF operational activities, problems of air warfare, equipment, weapons and weapon systems, tactics, strategy, organization, or any other field of responsibility	record copies	retire as permanent (See Notes 2 and 3). AUTH: NC1-AFU-80-8 (Microfilmed: NCI-AFU-82-34)
			reference copies	destroy when no longer needed. AUTH: N1-AFU-90-3
4	sonic boom data	data bank records, schedules, comparable forms, and related papers	at HQ USAF and MAJCOMs	destroy after 30 months. AUTH: N1-AFU-90-3
5		logs	at MAJCOMs and operational units	destroy after 1 year. AUTH: N1-AFU-90-3
6	aircraft maintenance	significant historical data (AFTO Form 95) and related records of aircraft lost in combat and aircrew status is unknown		disposition pending (See Note 4). AUTH: Unscheduled

**NOTE(S):**

1. See table 61-5 for disposition of operational test and evaluation (OT&E) records.
2. Transfer to the National Archives in 5-year blocks when latest record is 25 years old.
3. Microfilmed copies of special intelligence records at HQ AFIC shall be transferred to the National Archives when 50 years old.
4. These aircraft maintenance records, normally disposed of in table 21-6, are considered as operational records until the plane's aircrew status is resolved.

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a", "b", and "c" do not apply to rule 6, and rules "a" and "b" do not apply to rules 1 and 3.

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

**TABLE 10-7**

**OPERATIONS SECURITY (OPSEC)**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	OPSEC survey reports	reports of surveys listing findings and recommendations/corrective actions taken	at MAJCOM OPSEC OPRs	destroy after 5 years, or 1 year after next survey of same activity, whichever is sooner. AUTH: N1-AFU-90-3
<b>2</b>			below MAJCOMs	
<b>3</b>	OPSEC data base	functional profiles and related data	at MAJCOM OPSEC OPRs	
<b>4</b>	OPSEC status report	semiannual status reports	at HQ USAF/XO	retire as permanent (See Note). AUTH: NC-174-107
<b>5</b>			at MAJCOMs OPSEC OPR	destroy after 3 years. AUTH: N1-AFU-90-3
<b>6</b>			copies retained by preparing activities	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

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

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

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

**TABLE 10-8**  
**SYSTEMS RECORDS (407L/412L)**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	computer program data	program/version histories and program/equipment change records	at TACS Support Division, incident to the operation of the 407L System and the SPATS activity incident to the operation of the 412L System	destroy 5 years after system discontinuance, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
2		magnetic tapes, computer printouts, and punched cards		destroy when no longer needed. AUTH: N1-AFU-90-3

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

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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

<b>TABLE 10-9</b>				
<b>CIVIL AIRCRAFT USE OF USAF AIRFIELDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	approved requests	civil aircraft landing permits (DD Form 2401) and related correspondence		destroy 2 years after expiration date of DD Form 2401 or when superseded. AUTH: N1-AFU-86-50
2		civil aircraft hold harmless agreements (DD Form 2402) and related correspondence		
3		civil aircraft certificates of insurance (DD Form 2400) and related correspondence		
4		copies of rules 1, 2 and 3 records required for insurance claims resulting from an accident or violation of AFI 10-1001		destroy 2 years after settlement of insurance claims or completion of administrative actions. AUTH: N1-AFU-86-50
4.01		computer printout listing of landing permits		destroy when superseded. AUTH: N1-AFU-86-50
5	disapproved requests	correspondence and related data		destroy after 6 months. AUTH: N1-AFU-90-3
6	foreign government requests	correspondence and related disposition actions approved by SAF/IA		
7	fees and charges			see table 177-10. AUTH: N1-AFU-90-3

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

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 10-10

## COMMAND AND CONTROL

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>I</b>	aircrew management and aircraft ground handling actions	forms and related records pertaining to arrival and departure briefings, alerting and billeting information and other pertinent data, including data for reconstruction of actions sequence after termination of mission, and airlift movement messages	at command posts, operations centers, airlift control elements	destroy after 2 months. AUTH: N1-AFU-90-3

TABLE 10-10				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
2	mission following folders	forms and related records which record arrival/departure times, mission numbers, complete mission itineraries, aircraft delay information and other pertinent data		
3	controller certification record	written record of personnel certified to perform duty in the command post	certification	destroy upon reassignment or retirement of personnel for which record was created. AUTH: N1-AFU-90-3
3.01			decertification	destroy upon decertification. AUTH: N1-AFU-90-3
4	controller training records	controller recurring testing and controller formal training		destroy after 1 year. AUTH: N1-AFU-90-3
5	events log	record of aircraft arrival/departure and monitor key personnel, VIPs and significant events		destroy after 3 months. AUTH: N1-AFU-90-3
6	event/incident reports (OPREP-3H/B/P) (see note 1)	reports using command and control channels to notify commanders of events or incident of international, national, USAF, MAJCOM, or significant news media interest		destroy after 1 year (see note 4). AUTH: N1-AFU-90-3
7	operational status reports (named OPREP-3s) (see note 2)	reports using command and control channels to inform commanders, at any level or significant information of operational or mission concerns		

TABLE 10-10				
Continued.				
	A	B	C	D
8	operational support monitoring reports (see note 3)	reports using command and control channels to notify HQ USAF and operational commands concerning information on combat support situations, an assessment of current capabilities, deficiencies affecting support for planned or current operations		
9	availability of commanders	reports advising higher headquarters of the whereabouts of commanders		destroy after 3 months AUTH: NI-AFU-90-3

**NOTE(S):**

1. Event/Incident reports (HOMELINE, BEELINE, PINNACLE) contained in AFMAN 10-206, chapter 3.
2. Named OPREP-3 PINNACLES, and operational status reports contained in AFMAN 10-206, chapters 3 through 6.
3. Operational support monitoring reports contained in AFMAN 10-206, chapters 7 through 13.
4. Dispose of per table 10-6 those reports generated as a result of actual combat; or if peacetime operations or exercises performed to simulate, test, evaluate, or support emergency war orders and allied activities.

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

<b>TABLE 10-11</b>				
<b>SINGLE INTEGRATED OPERATIONAL (SIOP) AND CONTINGENCY/TRAINING PLANNING RECORDS</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<del>1</del>	<del>revisions of the SIOP, contingency or training plan</del>	<del>operational and intelligence data essential to the successful execution of specific sortie(s) of a unit's Emergency War Order, contingency operation, or training operation</del>	<del>at operational units</del>	<del>destroy when revised plan is implemented, superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3</del>
2	planning records	annexes to the SIOP, basic wartime plans, operational plans and orders, augmentation plans, continuity of operations plans, and similar media which provide essential guidance and requirements to construct, support/implement higher headquarters wartime/contingency planning	at intermediate commands, NAFs, operational units	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3

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

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

**TABLE 10-12**  
**SPACE OPERATIONS**

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
1	space object detection and tracking system historical data (previously orbital element cards)	space observations, orbital elements, sensor calibrations, parameters, and solar flux	at responsible activity	retire as permanent (note 1). AUTH: N1-AFU-91-26
1.01		computer tape data for updating the historical data base		destroy when no longer needed. AUTH: N1-AFU-91-26
1.02		duplicates of rule 1 records		
2	space object identification (SOI)	radar or photometric amplitude data recordings	of special interest (most representative of true features)	destroy when no longer needed after object decay. AUTH: N1-AFU-91-26
3			of routine interest	destroy when no longer needed. AUTH: N1-AFU-91-26
4			digitized and transcribed on cards	destroy when no longer needed. AUTH: N1-AFU-90-3
5		discrimination information transmitted by SOI capable sensors		
6		SOI parameter data (includes pattern recognition data)	reports generated or received at a centralized location	destroy after the data has been entered into the data base. AUTH: N1-AFU-90-3
7			reports generated or received at a tracking site	destroy after 1 month, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
8			a summary of SOI analyses in a satellite numbered sequence	destroy when superseded or when no longer needed. AUTH: N1-AFU-90-3
9		time sequenced logs of significant operational events	at tracking sites	destroy 1 year after last entry in the log. AUTH: N1-AFU-91-26

**TABLE 10-12**  
Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
10		computer printouts of satellite track data, mission planning logs, records of message transmissions, positional checklists, etc.		destroy when superseded or when no longer needed. AUTH: N1-AFU-90-3
10.01		SOI tasking messages		destroy after 3 months. AUTH: N1-AFU-91-26
11	sensor tasking network data (previously optical surveillance data)	sensor tasking response data, tasking for such data, tracking reports such as element sets (ELSET) requests, sensor tasking and launch change messages, Baker-Nunn camera films, and optical sensor passage records	of special interest	destroy when no longer needed. AUTH: N1-AFU-91-26
12			of other than special interest	destroy after 3 months. AUTH: N1-AFU-91-26
12.01		Boxscore messages consisting of information on objects in space	at preparing activity	retire as permanent (note 2). AUTH: N1-AFU-91-26
12.02			at receiving activity	destroy when no longer needed. AUTH: N1-AFU-91-26
13	tracking and impact prediction (TIP) data	tracking and impact prediction record, final decay message, computer printouts of satellite positional data to include spiral decay vectors, final element set and related data of specialized interest (most valuable data)	of special interest	retire as permanent after object decay (note 2). AUTH: N1-AFU-91-26
13.01			of other than special interest	destroy 2 years after object decay. AUTH: N1-AFU-91-26
14	space operations logs	data on daily operations	at space operations units or command and control activities	destroy 6 months after last entry in log. AUTH: N1-AFU-91-26
15	missile system warning		at responsible activity	hold for life of missile warning system, then destroy. AUTH: N1-AFU-91-26
16	operations center activity log		at tactical warning/attack assessment and space surveillance functional	destroy 1 year after last entry in log, or when no longer needed, whichever

TABLE 10-12

Continued.

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
			OPRs	is later. AUTH: N1-AFU-91-26
17	launch information	case files consisting of how foreign launches are tracked, any problems, and related records	at responsible activity	destroy 2 years after launch. AUTH: N1-AFU-91-26
18		case files consisting of how cooperative launches are tracked, initial launch alert message, any problems, and related records		destroy 8 years after launch. AUTH: N1-AFU-91-26
19		information in rules 17 and 18	at sensor sites and wings	destroy when no longer needed. AUTH: N1-AFU-91-26
20	technical reference material	satellite catalog, radar cross section catalog, foreign launch information publication (FLIP) catalog, and similar records		destroy when superseded. AUTH: N1-AFU-91-26
21		radar cross section (RCS) catalog	at office of primary responsibility (OPR)	destroy 10 years after superseded. AUTH: N1-AFU-91-26
22	UN registry reports	copies of original reports sent to JCS for forwarding to United Nations	at command OPR	destroy after 1 year. AUTH: N1-AFU-91-26
23	satellite state of health information	raw satellite data and similar records used for trend analysis and anomaly resolution to support testing and evaluation		destroy 2 years after decommissioning of satellite. AUTH: N1-AFU-91-26
24	satellite operations changes	temporary satellite procedure request, flight code change request		
25		temporary ground system procedure request, flight code change request		destroy when no longer needed. AUTH: N1-AFU-91-26
26	post contact packages	run command messages, command plans, worksheets, out of limits telemetry printouts, and other required records		
27	individual evaluation folders	letters of certification and decertification, and other records pertaining to an individual's mission-ready qualification status	at units and wings	give to individual upon transfer, reassignment, or separation (note 3). AUTH: N1-AFU-91-26
28		individual's record of duties and qualifications	at command OPR	destroy when no longer needed (note 3). AUTH: N1-AFU-91-26
29	evaluation materials	evaluation scenarios, scripts, written	at units and wings	destroy when

<b>TABLE 10-12</b>				
<b>Continued.</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
		tests, annotated error guides, and other evaluation or simulation materials		superseded or obsolete. AUTH: N1-AFU-91-26
30	operations records	positional checklists, reports, guidebooks, operations positional reference handbooks, operations manuals (other than technical orders), and similar records		
31	operations review	operations review panel and operations review board minutes	at units and above	destroy after 2 years. AUTH: N1-AFU-91-26
32		summary messages and trend analysis reports		destroy after 1 year. AUTH: N1-AFU-91-26

**NOTE(S):**

1. Transfer to the National Archives after life of the system. Retire microfilm to WNRC at 5-year intervals.
2. Transfer to the National Archives in 5-year blocks when most recent document is 25 years old.
3. At units and wings, send record to gaining unit with copy to Command OPR on transfer of individual to another space operations assignment; give record to individual and send copy to Command OPR on their transfer to an assignment not involving space operations; or give record to individual on their separation or retirement.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a" and "b" do not apply to rules 1, 12.01, and 13:

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

**TABLE 10-13**  
**ELECTRONIC WARFARE (EW) SYSTEMS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	status and location of equipment	EW pod reports	at HQ USAF	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>2</b>			at WR-ALC	destroy after 2 years. AUTH: N1-AFU-90-3
<b>3</b>			at MAJCOM and below	destroy when no longer needed. AUTH: N1-AFU-90-3
<b>4</b>	EW projects	case/project history such as: letters, messages, drafts, special studies, reports from various military and civilian concerns, maps, charts and other materials relating to specialized subjects/equipment concerning EW	at HQ USAF/MAJCOM/major subordinate commands	disposition pending. AUTH: Unscheduled

**NOTE:** If applicable, include a list in the case file of records used and removed from file on retirement.

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

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

<b>TABLE 10-14</b>				
<b>RESERVE FORCES (see note 1)</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	Air Force Reserve applications	copies of disapproved applications for appointment as reserves of the AF or USAF without component, and comparable forms, correspondence and related papers		destroy 1 year after disapproval. AUTH: N1-AFU-90-3
<b>1.01</b>		disapproved applications of eligible officers for entry on EAD, and related records		
<b>2</b>	appointments declined	approved applications, ASVAB scores and physical pertaining to individuals with or without prior military appointment		destroy 2 years after individual declines appointment. AUTH: GRS 1, Item 15
<b>3</b>	enlistment records (AF Reserve)	triplicate copies of enlistment record-Armed Forces of the US or comparable forms accumulated incident to enlistment of persons in the AF Reserve	not in conjunction with an appointment to the AF or other military academy	destroy after 1 year. AUTH: N1-AFU-90-3
<b>4</b>			in conjunction with an appointment to the AF or other military academy	destroy 6 months after date of enlistment (See Note 2). AUTH: N1-AFU-90-3
<b>5</b>	delay and appeal requests	reservists' requests for delay in reporting for active duty, requests for reconsideration of decisions on requests for delay, and related records	at MAJCOMs or units of assignment	destroy 1 year after date individual reports for active duty or 1 year after date of expiration of delay. AUTH: N1-AFU-90-3
<b>6</b>	report of transfer or discharge	forms and related records	at NGB units	destroy 3 months after date individual separates. AUTH: N1-AFU-90-3
<b>7</b>	general military course (GMC) cadets	records the detachment commander creates, including evaluation rating forms, training and disciplinary reports, and related correspondence	maintained by professors of aerospace studies and HQ AFROTC	destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>8</b>	Professional Officer Course (POC) cadets and financial assistance program cadets	records of AFROTC cadets commissioned as second lieutenants, including all records not required for institutional purposes; field file consisting of records required by AFI 36-2011	at unit of assignment	destroy 1 year after acceptance of commission. AUTH: N1-AFU-90-3

**TABLE 10-14**

Continued. (see note 1)

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
9		records of AFROTC cadets not commissioned as second lieutenants, and which are not required for institutional purposes, which comprise the field file, cadet record, and similar records		destroy after 1 year after disenrollment. AUTH: N1-AFU-90-3
10		records of disenrollment from officer candidate-type training	at HQ AFROTC	destroy after 3 years. AUTH: N1-AFU-90-3
11	overgrades/ undergrades	authorization letters	at military personnel offices	review every 2 years, then destroy those authorization letters which are no longer applicable, or reapply for a waiver. AUTH: N1-AFU-92-10
12	overages (excluding medical officers)			

**NOTE(S):**

1. Rules apply to those copies not required by other directives to be filed in the military personnel records groups (see AFI 47-101).
2. The original copies of the enlistment forms are maintained in accordance with AFI 47-101 and become a permanent part of the Master Personnel Record Group.

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

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

**TABLE 10-15**

**RESERVE FORCES TRAINING (see note 1)**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	establishment of senior and junior AFROTC	applications, contractual agreements between the AF and educational institutions which give specific instructions for administering the AFROTC program and outline both AF and institution responsibilities for safekeeping US property, and related papers	at HQ USAF/DPP and HQ AU	destroy 2 years after inactivation of AFROTC detachment. AUTH: N1-AFU-90-3
2			at HQ AFROTC	hold at HQ AFROTC 10 years after inactivation of detachment, then retire as permanent (See Note 2). AUTH: NC-174-224

**TABLE 10-15**

Continued. (see note 1)

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>3</b>			at AFROTC detachment	destroy on inactivation of detachment. AUTH: N1-AFU-90-3
<b>4</b>	Armed Forces of the US report of transfer or discharge			see table 36-12. AUTH: N1-AFU-90-3
<b>5</b>	active duty report			
<b>6</b>	inactive duty training	authorization for inactive duty training, authorization for individual inactive duty training (for nonpay status only; for pay status authorization, see table 177-25)	originals	destroy after 5 years. AUTH: N1-AFU-90-3
<b>7</b>			duplicates	destroy after training has been posted to Reservist's USAF Reserve personnel record for retention, promotion and retirement. AUTH: N1-AFU-90-3
<b>8</b>	extension institute training course (ECI)	certificate of completion issued on completion of a volume of a course	originals	give to individual Reservists. AUTH: N1-AFU-90-3
<b>9</b>			duplicates	hold in Reservist's field record group file until 6 months after date Reservist receives his or her certificate of completion, then destroy. AUTH: N1-AFU-90-3
<b>10</b>		certificate of completion issued on completion of a course	originals	give to individual Reservists. AUTH: N1-AFU-90-3
<b>11</b>			duplicates	hold in Reservist's field record group file until it is outdated, then destroy. AUTH: N1-AFU-90-3
<b>12</b>	authenticated reports of flying time			hold until closing of Reservist's USAF Reserve personnel record for retention, promotion and

**TABLE 10-15**  
Continued. (see note 1)

	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
				retirement, then destroy. AUTH: N1-AFU-90-3
13	cadet evaluation	original copies of student performance reports used to evaluate cadet performance at field training	at AFROTC detachments	see Table 10-14, Rule 8. AUTH: N1-AFU-92-13
14	AFROTC enrollment data, program status and scholarship selection analysis	AFROTC Enrollment Data, AFROTC Program Status Report, AFROTC Scholarship Selection Analysis	at HQ AFROTC, HQ Air Education and Training Command, or HQ USAF	destroy after 5 years. AUTH: N1-AFU-90-3
15	unit training assembly participation	copies of Unit Training Assembly Processing System (UTAPS) products, AF Form 40, 40a, related documents, affidavits, other evidence to support requests for or approval/disapproval of attendance	at MPE or unit	destroy after 1 fiscal year. AUTH: GRS 6, Item 1b

**NOTE(S):**

1. Records used within the ANG are disposed of according to guidance provided by the respective state or the NGB-AF.
2. Transfer to the National Archives 10 years after inactivation of the AFROTC detachment.

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

RULE	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.

★Table 10-16. Status of Resources and Training System (SORTS).

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to:</b>	<b>consisting of:</b>	<b>Which are:</b>	<b>Then:</b>
★1	SORTS designed operational capability (DOC) statement		at HQ USAF/XOOA; at MAJCOM, FOA, and DRU; wing SORTS office; and reporting unit	destroy when changed or rescinded. AUTH: N1-AFU-99-4
★2	SORTS worksheets.		At wing SORTS office and reporting unit.	destroy after 30 days. AUTH: N1-AFU-99-4.
★3	SORTS unit identification code (UIC) reviews, easy reads, and reports		At MAJCOM, FOA, and DRU; wing SORTS office; and reporting unit (when requested)	destroy after 30 days. AUTH: N1-AFU-99-4
★4	SORTS appointment letter and training certificate		At wing SORTS office and reporting unit	destroy when rescinded or superseded. AUTH: N1-AFU-99-4
★5	SORTS working disks		At wing SORTS office and reporting unit	destroy after 30 days or when no longer needed. AUTH: N1-AFU-99-4
★6	SORTS electronic input records	(word processing, form filler software)		delete when record copy is printed and filed. AUTH: N1-AFU-99-4

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

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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

11. Flying Operations. These tables cover records pertaining to policies and procedures on flight inspections, aircraft assignment, aircrew life support, status of resources training (SORT), physiological training/therapy, and flying activities.

**TABLE 11-1**  
**FLIGHT INSPECTION RECORDS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	flight inspection records	reports of original commissioning; other reports pertinent to facility modification; reports containing restrictions; data sheets; and related documentation	at the inspected activity (flight facilities); at organizations reporting directly to HQ AFFSA; and at the MAJCOM activity requiring the facility	destroy 3 months after a commissioned facility is decommissioned (EXCEPTION: destroy data sheets when superseded or obsolete) (See Note 1). AUTH: N1-AFU-90-3
<b>2</b>		other reports and related records not covered by rule 1.		destroy after 2 years, or 3 months after decommissioned facility, whichever is sooner (See Note 2). AUTH: N1-AFU-90-3

TABLE 11-1				
Continued.				
	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
3		reports	at HQ AFFSA FIC	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
4		all reports, data sheets, and related records	at the facility checking activity	destroy after 2 years or 3 months after decommissioning of a commissioned facility, whichever is sooner (EXCEPTION: destroy reports of original commissioning, other reports pertinent to facility modification, and reports containing restrictions which have not been removed 3 months after the facility is decommissioned; and destroy data sheets when superseded or obsolete) (See Note 2). AUTH: N1-AFU-90-3
5			at all activities not covered in rules 1, 2, 3, or 4 above	destroy after 1 year. AUTH: N1-AFU-90-3
6		oscillograph recordings made during commissioning inspections; resulting from modification of a facility; and related to reports containing restrictions		destroy 3 months after a commissioned facility is decommissioned (note 3). AUTH: N1-AFU-90-3
7		recordings not covered by rule 6		destroy 1 year after completion of related tests and evaluations; or 3 months after a commissioned facility is decommissioned, whichever is

TABLE 11-1				
Continued.				
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
				sooner. AUTH: N1-AFU-90-3
8		checklists, reports of finding, and records pertaining to periodic inspection of airfield facilities		destroy after 3 months, or after discrepancies are corrected, whichever is later (note 4). AUTH: N1-AFU-90-3

**NOTE(S):**

1. Refile and dispose of reports containing restrictions under rule 2 after the restrictions are removed.
2. Documentation will be retained by the accumulating office of record for the total retention period.
3. Refile and dispose of oscillograph recordings related to reports containing restrictions under rule 7 after the restrictions are removed.
4. File copy of airfield facility inspection checklist if applicable in mishap reporting records (Table 91-5) if mishap/accident occurs before airfield facility discrepancy is corrected.

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

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

TABLE 11-2				
AIRCRAFT ASSIGNMENT, UTILIZATION, AND AVIATION FUEL RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	aircraft distribution and assignment control	records relating to operational support of flight management and aircraft allocations	at operations flight management	destroy when superseded, obsolete, or no longer needed (See Note). AUTH: N1-AFU-90-3
2	aircraft or recording of aircraft	requests and justifications for additional aircraft, approved/disapproved		destroy 1 year after final action. AUTH: N1-AFU-90-3
3		requests for utilization code changes		destroy 1 year after end of utilization requirements for disapproval of request. AUTH: N1-AFU-90-3
4	staff configured aircraft	reports		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
5	aircraft/missile allocations	schedules of current and 6-month projected tactical aircraft/missile allocations		
6	aircraft mission history	reports of aircraft utilization	at MAJCOMs	destroy after 2 years. AUTH: N1-AFU-90-3
7			at preparing and intermediate activities	destroy after 1 year. AUTH: N1-AFU-90-3
8	purchase of aviation fuel and oil	USAF invoices covering purchases from domestic commercial firms, government activities other than AF, or foreign government sources		destroy after 2 years. AUTH: N1-AFU-90-3
9	local engineering and operations records pertaining to discrepancies	preflight reports, schedules for engineering, and records relative to aircraft in operation		destroy after 1 year. AUTH: N1-AFU-90-3
10	weight and balance data			see table 21-8. AUTH: N1-AFU-90-3

NOTE: See table 23-1 for disposition of supply management records.

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

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

**TABLE 11-3**  
**AIRCREW LIFE SUPPORT PROGRAM**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<del>1</del>	aircrew life support and chemical defense equipment	inspection records	at aircrew life support functions	destroy after form is filled in and next periodic inspection is annotated on a new form, on turn-in of equipment, or when superseded, obsolete and new replacement form is available. AUTH: NI-AFU-90-3
2		individual custody receipts		destroy on turn-in of equipment. AUTH: NI-AFU-90-3
3		operational directives, lesson plans, training records, training aids, and maintenance instructions		destroy when superseded or obsolete. AUTH: NI-AFU-90-3

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

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 11-5				
COMMAND AND CONTROL				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	notices to airmen (NOTAMs)	NOTAMs and NOTAM summaries relating to establishment, condition, or change in any aeronautical facility, service, procedure or hazard	master copies at US NOTAM office, HQ FAA, Washington DC	destroy 15 days after NOTAM (message) expires. Exception: see rule 3. AUTH: N1-AFU-90-3
2			other than master copies	destroy when information is superseded by another NOTAM or by later summaries or is otherwise terminated. AUTH: N1-AFU-90-3
3			related to aircraft accidents/incidents, operational hazards, and/or alleged violations (see tables 91-5 and 91-7)	destroy after 6 months, or upon completion of investigation, whichever is later. AUTH: N1-AFU-90-3
4		DD Form 2349 or AWDS generated Control Log		destroy 15 days after expiration or cancellation of recorded NOTAMs. AUTH: N1-AFU-90-3
5	(RESERVED)			(RESERVED)

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

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

13. Space, Missile, Command, and Control. These tables cover records pertaining to policies and procedures for theater air control systems.

TABLE 13-1				
AIRFIELD FLIGHT LINE VEHICLE AUTHORIZATION				
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	vehicle flight line authorization	correspondence and forms used for authorizing other than special use vehicles (fire trucks, ambulances, yellow maintenance vehicles, etc.) for operation on the flight line	at issuing authority	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
2		registration identification label on vehicles		

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

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 13-2**  
**AIRDROP INSPECTION RECORDS/MALFUNCTION AND ACTIVITY REPORTS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<del>1</del>	<del>airdrop inspections</del>	<del>joint airdrop inspection record (platforms, LAPES and containers)</del>	<del>not part of the records of an accident/incident investigation</del>	<del>destroy after 1 month. AUTH: N1-AFU-90-3</del>
<del>2</del>	<del>airdrop activity reporting</del>	<del>joint monthly airdrop summary report</del>	<del>part of the records of an accident/incident investigation</del>	<del>destroy after 1 year. AUTH: N1-AFU-90-3</del>
<del>3</del>	<del>airdrop malfunction investigations</del>	<del>airdrop malfunction report, monthly airdrop summary report, joint airdrop inspection record (platforms, LAPES and containers)</del>	<del>part of the records of an accident/incident investigation</del>	<del>destroy with the records to which they pertain (see table 91-5, rule 3). AUTH: N1-AFU-90-3</del>

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

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
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 13-3

## RADAR BOMB SCORING (RBS) RECORDS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	radar bomb scoring (RBS) ground directed bombing (GDB), and electronic countermeasures (ECM) sites	textual records pertaining to planning, establishment, development, and operation of RBS/GDB/ECM sites	at OPRs	destroy 10 years after inactivation of site. AUTH: N1-AFU-90-3
<b>2</b>			at MAJCOMs, NAFs, and monitoring offices	destroy on inactivation of site or when no longer needed. AUTH: N1-AFU-90-3
<b>3</b>	low level training routes	textual records associated with the planning, establishment, impact, operation, justification and related data	at OPRs	destroy 10 years after closure of route. AUTH: N1-AFU-90-3
<b>4</b>			at MAJCOMs, NAFs, and monitoring offices	destroy on closure of route or when no longer needed. AUTH: N1-AFU-90-3
<b>5</b>	olive branch (cruising altitude) route analysis	basic data on route, description, evaluation potential and results of low level evaluation		destroy when no longer needed. AUTH: N1-AFU-90-3
<b>6</b>	RBS activity records	forms, memoranda, reports, plotting papers, communication logs, RBS data creation records (printouts), abort reports and operational logs	at MAJCOMs and below	destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

TABLE 13-3				
continued.				
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
7			related to RBS scored activity	destroy after 1 year or after applicable unit's subsequent evaluation, whichever is sooner. AUTH: N1-AFU-90-3
8	ECM activity	data creation records (printouts)	at MAJCOMs and below	destroy after 6 months. AUTH: N1-AFU-90-3
9		special ECM activity records (printouts)		destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
10		brush graphs, printer tapes, and plotting papers		destroy after verification. AUTH: N1-AFU-90-3
11				record unreliable activity
12	RBS target data	target inserts and target overlays	at MAJCOMs and below	destroy when superseded or no longer needed. AUTH: N1- AFU-90-3
13	RBS analyses/summaries	results of RBS scored evaluations, air-to-ground missile (AGM), bombing and ECM training activities conducted against RBS sites	at OPRs	destroy when no longer needed. AUTH: N1-AFU-90-3
14			at other organizations	destroy after 1 year. AUTH: N1-AFU-90-3
15	recorded voice tapes	air-to-ground communications between aircrew and RBS sites personnel	at RBS sites	erase after 60 days. AUTH: N1-AFU-90-3

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

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

**TABLE 13-4**

**AIRSPACE MANAGEMENT**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	operational/administrative airspace management in domestic/foreign environments	letters, messages, correspondence, memorandums, and forms governing operational/administrative directions and guidance effecting both domestic and foreign airspace usage	at HQ USAF, MAJCOMs and foreign national operational offices	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
<b>2</b>	airspace flight routes and flight areas	data pertaining to international and domestic flight route/track systems; aerial refueling routes, tracks, and areas; and special military/civil low altitude training routes, visual flight condition routes, and all weather low altitude routes	at preparing, controlling, or monitoring agencies	
<b>3</b>	airspace working projects	correspondence and data on special IFR/VFR military/civil operations, supersonic flights, mid-air collision avoidance, wake turbulence criteria, and flight record attempts		
<b>4</b>	airspace management agreements	correspondence records, rules, reports between US government offices, foreign nations, military services, lateral commands, and subordinate agencies pertaining to relations, negotiations, amendments, agreements, and minutes of meetings relative airspace use	at preparing agencies	destroy 2 years after supersession/obsolescence or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>5</b>	special use airspace	correspondence and data pertaining to airspace warning/controlled firing/restricted areas, military operations areas (MOAs), domestic or international control areas, low altitude tactical navigation use areas	at preparing, controlling, or monitoring agencies	
<b>6</b>	reserved airspace	correspondence/data/booklets relative operational mission airspace reservations, and altitude reservations		

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

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

**TABLE 13-5**  
**ATOMIC ENERGY DETECTION SYSTEM (AEDS) RECORDS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<del>1</del>	<del>technical reports</del>	<del>original reports of laboratory analysis efforts produced in support of the U.S. AEDS, including clear text and data in bound volumes</del>	<del>at HQ AFTAC and AEDS laboratories</del>	<del>retire as permanent (note). AUTH: N1-AFU-87-12</del>
<del>2</del>			<del>copies at preparing, controlling or monitoring agencies</del>	<del>destroy when no longer needed. AUTH: N1-AFU-87-12</del>
<del>3</del>		<del>support analysis files consisting of original hand calculations, raw data summaries and sheets, correspondence, and associated records required for reproduction of final data and for historical baseline</del>	<del>at HQ AFTAC and AEDS laboratories</del>	<del>retire as permanent (note). AUTH: N1-AFU-87-12</del>
<del>4</del>	<del>technical memos and studies</del>	<del>original bound reports including clear text and data, supporting records and appendices</del>		
<del>5</del>			<del>copies at preparing, controlling or monitoring agencies</del>	<del>destroy when no longer needed. AUTH: N1-AFU-87-12</del>

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

These three rules (involving temporary electronic records) apply to all rules in the preceding table with the exception that rules "a" and "b" do not apply to rules 1, 3, and 4:

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

45

TABLE 13-6

## AIR TRAFFIC CONTROL (ATC) RECORDS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	operational data	operations and position logs, and daily report of controllers		destroy (or erase) after 6 months (see rules 15, 16, 17 and note). AUTH: N1-AFU-89-29
<b>1.01</b>		approach control arrival/departure strips and other ATC information recorded as outlined in AFI 13-203		destroy (or erase) after 3 months (see rules 15, 16, 17 note). AUTH: N1-AFU-89-29
<b>2</b>		tape, wire or disc recordings		hold for 15 days per AFI 13-203 (see rules 15, 16, 17 and note). AUTH: N1-AFU-90-3
<b>3</b>		note pads and flight progress strips for recording weather information		destroy after 3 months (EXCEPTION: destroy when information is entered in operations log or is received by telautograph, teletype or other weather dissemination system). AUTH: N1-AFU-90-3
<b>4</b>	administration	letters of agreement and operations letters	at preparing activities	destroy 1 year after superseded or rescinded. AUTH: N1- AFU-90-3

**TABLE 13-6**

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
5			at monitoring or reviewing activities	destroy when superseded or rescinded. AUTH: N1-AFU-90-3
5.01		facility operating instructions	at preparing or monitoring activities	destroy 6 months after superseded or rescinded, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
6	ATS analysis program	unit reports and related correspondence	at other than HQ USAF/XOOA and HQ AFFSA/XVO	destroy on receipt of succeeding report, or when reported action items are completed, whichever is later. AUTH: N1-AFU-90-3
7			at HQ USAF/XOOA and HQ AFFSA/XVO	destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
8		(RESERVED)		(RESERVED)
9				
10		analysis summary reports		destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
10.01		analysis checklists		destroy when related report is prepared. AUTH: N1-AFU-90-3
11	(RESERVED)			(RESERVED)
12	ATC operations	ATC operations reports containing traffic count data and daily aircraft status	at HQ AFFSA/XVO	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
12.01		reports in rule 12	at all other activities	
13		ATC quarterly summary report	at MAJCOMs and below	destroy after 4 years. AUTH: N1-AFU-90-3
14			at HQ USAF/XOO	destroy after 3 years. AUTH: N1-AFU-90-3
15	data that relates to hazardous air traffic reports (see also tables 91-4 and 91-5)		at unit level	destroy after 6 months. AUTH: N1-AFU-90-3
16			at numbered Air Force/MAJCOM	destroy after 3 years. AUTH: N1-AFU-90-3
17			at HQ USAF/SE and HQ AFFSA	destroy after 5 years. AUTH: N1-AFU-90-3
18	(RESERVED)			(RESERVED)
19				
20				
21				

TABLE 13-6				
Continued.				
	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
<del>22</del>				
<del>23</del>				
<del>24</del>	<del>minutes of meetings</del>	<del>minutes of ATC board meetings and related correspondence, which are a special collection maintained in addition to, but not duplicative of the board/committee case files in table 38-5</del>		<del>destroy after 2 years. AUTH: N1-AFU-90-3</del>
25	operational evaluations	individual reports and related papers; NOTAM systems, Pilot to Forecaster Service flight evaluations, Air Traffic Service facility monitor reports, mission records, and other pertinent data		destroy after 1 year. AUTH: N1-AFU-90-3
26		(RESERVED)		(RESERVED)
27		evaluation worksheet		destroy after related report is prepared. AUTH: N1-AFU-90-3
28		tape recordings		destroy data after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

**NOTE:** AFFSA area/independent region may extend this retention time for overseas units to a maximum of 30 days where normal mail delays preclude the proper processing of OHR and incident reports.

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

48

TABLE 13-7				
CIVIL AVIATION AND MILITARY FLIGHT PLAN RECORDS				
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	International Civil Aviation Organization (ICAO) and Interagency Group on International Aviation (IGIA) records and related papers	records of national policy on subjects introduced as the US position in the ICAO, agenda of meetings, status reports, lists of international agreements, indexes of publications, standards and recommended practices for civil aviation operations, and special project files	at HQ USAF/XOXXI	retire as permanent (See Note 3). AUTH: N1-AFU-84-40
<b>2</b>		extra or reference copies or records requiring no action or comments		destroy after 6 months. AUTH: N1-AFU-90-3
<b>3</b>	flight plans	documents required for all flights in AF aircraft, such as military and international flight plans with required attachments; weather briefings; pilot flight plan and log, or command-approved substitute, with any plan changes; related correspondence; and, as appropriate, copies of FAA flight plans, ICAO flight plans (Flip Planning III), or USAFE flight plan, and Weight and Balance Clearance Form F (See Note 1)	related to aircraft conducting training missions and are not involved in any aircraft accident, incident or air traffic control deviation	destroy after 3 months. AUTH: N1-AFU-90-3
<b>4</b>			related to aircraft involved in an accident, incident or air traffic control deviation	destroy 1 year after appropriate investigation is complete. AUTH: N1-AFU-90-3

**NOTE(S):**

1. See table 21-8 for disposition of weight and balance data.
2. (RESERVED).
3. Transfer to National Archives in 5-year blocks when latest record is 25 years old.

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

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

**TABLE 13-8**  
**FLIGHT OPERATIONS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<del>1</del>	<del>terminal instrument procedures (TERPs)</del>	<del>source records of approach and departure procedures, including charts, maps, sketches, photographs, drawings, and related data from Air Force activities, FAA and other government agencies</del>	<del></del>	<del>destroy three months after superseding records are incorporated into a Flight Information Publication (FLIP). Send to gaining activity when responsibilities are transferred (See Notes 1 and 3). AUTH: N1-AFU-87-34</del>
1.01			at TERPS automating agencies	destroy when superseded or obsolete. Send to gaining activity when responsibilities are transferred. AUTH: N1-AFU-87-34

<b>TABLE 13-8</b>				
<b>Continued.</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>2</b>	TERPS Supporting Background Materiel	plans, letters, reports, and related correspondence supporting/affecting TERPS procedures		
<b>2.01</b>	TERPS Automation Data Summary and Obstruction Data	AF Form 3628, TERPS Automation Data Summary and AF Form 3629, Obstruction Data, and comparable printouts		
<b>2.02</b>	TERPS Master Maps	generated from obstruction data forms (See Note 2)		
<b>3</b>	(RESERVED)			(RESERVED)
<b>4</b>	changes to aircrew standardization manual	forms and correspondence recommending changes to the manual, command supplements, and routine changes to TOs included in the flight manual program	in OPR record set	see table 37-7. AUTH: N1-AFU-90-3
<b>5</b>			approved changes at initiating activities	destroy after inclusion in published directives. AUTH: N1-AFU-90-3
<b>6</b>			disapproved changes at initiating activities	destroy 1 year after notification of disapproval. AUTH: N1-AFU-90-3
<b>6.01</b>			approved/disapproved changes at monitoring activities	destroy after 1 year. AUTH: N1-AFU-90-3
<b>7</b>	notices to airmen (NOTAMs)			see table 11-6. AUTH: N1-AFU-90-3
<b>8</b>	(RESERVED)			(RESERVED)
<b>9</b>				
<b>10</b>	aircraft arrivals and departures	flight logs (in/out bound) master clock error and rate records, and similar forms relating to transient or local aircraft flights	used to provide identification of aircraft by tail numbers and type, base last departed, destination, actual time of arrival/departure, fuel reserve, and similar data	destroy after 1 year. AUTH: N1-AFU-90-3
<b>11</b>		airbase runway traffic reports of landings and takeoffs		destroy after 2 years. AUTH: N1-AFU-90-3
<b>12</b>	airborne launch control system	status and flight logs used to record significant events occurring during alert tours or flights		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>13</b>	(RESERVED)			(RESERVED)
<b>14</b>				

TABLE 13-8

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<del>15</del>				
<del>16</del>				
<del>17</del>	<del>commander's operational reporting system BEELINE reports</del>	<del>records of telephone conversations, messages, letter reports, and supporting data</del>		<del>destroy after 1 year. AUTH: N1-AFU-90-3</del>
<del>18</del>	<del>(RESERVED)</del>			<del>(RESERVED)</del>
<del>19</del>	<del>electronic warfare systems</del>	<del>mission logs that support management requirements</del>		<del>destroy 30 days after end of FY in which mission was performed. AUTH: N1-AFU-90-3</del>
<del>20</del>		<del>mission logs that do not support management requirements</del>		<del>destroy 30 days after training period in which accomplished. AUTH: N1-AFU-90-3</del>
<del>20.01</del>		<del>mission logs that record mission performance</del>		<del>destroy 10 days after month in which accomplished. AUTH: N1-AFU-90-3</del>
<del>20.02</del>		<del>training accomplishment/reliability summaries and analysis records used to support management requirements</del>		<del>destroy 6 months after completion of training period. AUTH: N1- AFU-90-3</del>
<del>21</del>	<del>aerial gunnery activity</del>	<del>forms that record gunnery training, including accomplishments, also support management requirements</del>		<del>destroy 12 months after training period in which accomplished. AUTH: N1-AFU-90-3</del>
<del>21.01</del>		<del>forms that score/record T-1 trainer mission performance and support management requirements</del>		<del>destroy 90 days after training period in which accomplished or when no longer needed to support management requirements, whichever is later. AUTH: N1-AFU-90-3</del>
<del>21.02</del>		<del>mission planning/activity reports and flight evaluators' scoring records that record training and support management requirements</del>		<del>destroy 30 days after month in which accomplished or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3</del>
<del>22</del>	<del>operational support airlift</del>	<del>letters, messages, reports, or mission folders reflecting requested, nonsupported and supported airlift requirements, and messages and letters exchanged between units and commanders to report status, progress, and history of missions</del>	<del>at MAJCOMs/FOAs, preparing and intermediate activities</del>	<del>destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-88-45</del>

TABLE 13-8				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
23	(RESERVED)			(RESERVED)
24	navigator's log	forms and comparable records used for maintenance of navigation proficiency		destroy after 3 months. AUTH: N1-AFU-90-3
25		a report of the navigation mission		
26		forms and comparable records required for investigative purposes to reconstruct flight		destroy with the investigative files to which they pertain. AUTH: N1-AFU-90-3
27	navigation work forms	standardized forms of general use		destroy after data is entered on the navigator's log or when form is superseded by form containing updated calibrations. AUTH: N1-AFU-90-3
28	flight check reports			see table 11-1. AUTH: N1-AFU-90-3
29	(RESERVED)			(RESERVED)
30				
31	radar target plates	base plate charts and radar prediction negatives; target plates and pertinent history forms; for combat sorties, radar bomb-scoring sites, or other areas as required		destroy when obsolete. AUTH: N1-AFU-90-3
32	radar photo-scored bomb runs	reports used to list photo interpreter proficiency in scoring bomb impact points from radarscope photography		destroy after 3 months. AUTH: N1-AFU-90-3
33	flight authorizations	record copy of each authorization issued, under AFI 11-401, with background material such as requests, amendment, etc., including justification when required on special authorizations		destroy after 1 year. AUTH: N1-AFU-90-3
34	unit standardization/ evaluation	reports reflecting findings given flying units and those nonflying units directly involved in aircrew training	at evaluating or approving activities	destroy after 2 years. AUTH: N1-AFU-90-3
35			at evaluated and monitoring activities	destroy 1 year after complete action has been taken. AUTH: N1-AFU-90-3
36			at activities other than rules 34 and 35	destroy when no longer needed. AUTH: N1- AFU-90-3
37			informational background material collected during an evaluation	
38	flight crew information file	correspondence and forms disseminating information to aircrew	at flying units	destroy 6 months after superseded or

TABLE 13-8

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
	(FCIF)	members		rescinded. AUTH: N1-AFU-90-3
<b>38.01</b>	aircrew publications control	forms: Publications Control Record on each aircrew member; Receipt for Standardization Publications	at units of assignment/attachment	destroy when aircrew member is upgraded, transferred or separated, or when form is superseded, obsolete, worn out and replaced, or when no longer needed, whichever is applicable. AUTH: N1-AFU-90-3
<b>38.02</b>		Control Log		destroy when all entries are cleared. AUTH: N1-AFU-90-3
<b>39</b>	aircraft flight data	recordings of in-flight operating data removed from aircraft		destroy upon receipt of next completed tape (See Notes 4 and 5). AUTH: N1-AFU-90-3

**NOTE(S):**

1. See T37-11, R7, for disposition of project files of proposed TERPS actions.
2. See T32-16, R5, for disposition of Civil Engineering maps and drawings.
3. See T14-8 for disposition of records maintained at Defense Mapping Agency (DMAAC).
4. NOTAMs that relate to aircraft accidents/incidents, operational hazards, and/or alleged violations will be destroyed after 6 months, or upon completion of investigation. See also tables 91-5 and 91-7.
5. For retention requirements on data that relates to aircraft accidents/incidents, operational hazards, and/or alleged violations, see also table 13-6, rules 15, 16, 17, and tables 91-5 and 91-7.

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

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

TABLE 13-9		MISSILE SYSTEM RECORDS		
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	readiness checks	check lists and related logs		destroy after 1 year or when missile is removed from inventory, whichever is sooner. AUTH: N1-AFU-90-3
2	service records	control logs for readiness checks, maintenance, and similar data		destroy after firing or final disposal of related missile. AUTH: N1-AFU-90-3
3	ICBM code/targeting system	Unit Master Records (UMR), Verify Word/CMSC/Launch Switch Key Verification; Command Data Buffer (CDB) targeting materials; and USSTRATCOM forms: code component hand receipt, and ALCS code material receipt		destroy when superseded or no longer needed. AUTH: N1-AFU-90-3
3.01		form records not covered in rule 3		destroy 1 year after completion of the following code change. AUTH: N1-AFU-89-11
3.02		USSTRATCOM form records: certification/decertification and code handler training		destroy 1 year after individual has been decertified. AUTH: N1-AFU-90-3
4	missile alert duty orders	original copies of alert requirements		destroy after 6 months. AUTH: N1-AFU-90-3
5		duplicate copies of alert requirements		destroy on completion of duty tour. AUTH: N1-AFU-90-3
6	missile crew log	completed crew log		destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

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

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

TABLE 13-10

## AIR FORCE OPERATIONS RESOURCE MANAGEMENT SYSTEMS (AFORMS)

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
1	AFORMS data base	magnetic tapes, disks, cards that store the data that passes the computer edits and produces reports and management products, and interface with FRDS, BLMPS, MMICS and HORIS (See Note 6)	at base data processing installation (DPI)	destroy upon expiration of retention specified in AFM 171-190, Vol I. AUTH: N1-AFU-86-23
2	source documents for input to AFORMS, AFTO Form 781	AFTO Form 781, AFORMS Aircrew/Mission Flight Data Document		destroy after 1 year and 1 month. AUTH: N1-AFU-90-31
3	source documents for AFORMS, AF Form 1887	file of AF Forms 1887, Request and Authorization for Aeronautical Orders		(see table 37-13, rule 2.1 if record copy, and rule 5 for other copies maintained as a separate file). AUTH: N1-AFU-86-23

<b>TABLE 13-10</b>				
<b>Continued.</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>4</b>	source document for AFORMS, AF Form 1522	AF Form 1522, AFORMS Additional Training Accomplishment Input, used for recording accomplishments of training events		destroy when no longer needed. AUTH: N1-AFU-90-31
<b>5</b>	source documents for AFORMS, training update forms	computer-generated (on request) Mission Accomplishment Report (MAR) listing training events which remain to be accomplished by individual or crew; events accomplished on mission are logged on MAR and used to update AFORMS		
<b>6</b>	source documents for AFORMS, AF Forms 1520 and 1521	AF Form 1521, AFORMS Individual Scheduled Event Input; AF Form 1520, AFORMS Mission/ Multi-crewmember Scheduled Event Input		destroy when no longer needed. AUTH: N1-AFU-90-31
<b>7</b>	AFORMS input media	floppy diskettes, 5 1/4"; punch cards, magnetic tapes		destroy after 3 months. AUTH: N1-AFU-86-23
<b>8</b>	certificates of aircrew qualification not in a disqualified or excused status	AF Forms 8 that relate to individuals not in a disqualified or excused status	copies at unit level for evaluation program management	return to the individual all except 2 most recent qualification evaluations and instrument evaluations (if applicable) (See Note 5). AUTH: N1-AFU-86-23
<b>9</b>	certificates of aircrew qualifications that relate to disqualified or excused individuals	AF Forms 8 that relate to disqualified or excused individuals		
<b>10</b>	Flight Records Data System	Individual Flight Record Master Tape File of flight records of rated individuals that is updated monthly	at AFIA/SCF	destroy after 3 update cycles. AUTH: N1-AFU-86-23
<b>11</b>	AF Forms 5, Individual Flight Records	1911-1967 set of microfilm reels of individual flight records; 1911-1945 War Department Army Air Force Form 5, Individual Flight Record; War Department Army Air Force Form 5, Individual Flight Record-Student; and allied records; 1945-1967 AF Form 5, Individual Flight Records-Pilot; and AF Form 5a, Individual Flight Record-Aircraft Observer		retain for 56 years or when no longer needed whichever is later. AUTH: N1-AFU-86-23
<b>12</b>	AFTO Form 781, AFORMS Aircrew/Mission Flight Data	microfilm reels of card products; AFTO Form 781, AFORMS Aircrew/Mission Flight Data Document and changes thereto		destroy after 56 years. AUTH: N1-AFU-86-23

<b>TABLE 13-10</b>				
<b>Continued.</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
		containing individual flight data that documents member's events and flying hours logged on each flight		
13	Individual Flight Records, semi-annual microfiche file from 1973	microfiche file "Individual Flight Records," produced semiannually and date from 1973 (reflect all 781 Detail Cards and 781 Detail Correction Cards received during 6 months; mission/design/ series summary records and career totals)		
14	Reports used to update the FRDS Individual Flight Record Master Tape file	reports from AFORMS, AFMPC and ARPC used to update the FRDS Individual Flight Record Master Tape file		destroy after 45 days. AUTH: N1-AFU-86-23
15	FRDS products	FRDS products; List of Base Input Transactions processed by AFIA/SCF; Base Input Error Listing Master Update Reconciliation Error Listing; Individual Flight Record Reconciliation Error Counts Tabulation; Extract of Flying Experience; SCF Flight Record Master File List; transcript records, and flight record inquiries		destroy when no longer needed. AUTH: N1-AFU-86-23
16	AFORMS output	Aircraft Accident Investigation List		destroy after 2 years. AUTH: N1-AFU-86-23
17	AFORMS output summaries and reports	Individual Currency Summary; Unit Currency Summary Report; Graduated Combat Capability Report; Unit Training Status Summary; Training Period Activity Summary; Aircrew Experience Report; Training Event Master Tape List; Training Table Assignment List, Crew Resource Report, Flying Time Update Summary, and Reports (AAQT4P and AAQT7P)		destroy when superseded or when no longer needed. AUTH: N1-AFU-90-31
18	AFORMS output Flying Pay Control Document, etc.	Flying Pay Control Document; No Pay Listing; Aviation Service Period Suspense List; Aviation Service Code (ASC) Conditional Entitlement Flying Hours List; Ops System Management Suspense List; Aeronautical Rated Upgrade List; Transfer Deck (Card) for Outbound Personnel		destroy all except most recent 3 months. AUTH: N1-AFU-90-31
19	AFORMS output processing schedules, etc.	AFORMS: Processing Schedule Processing Report; Transaction Audit Report; System Control File Report; Additional Flying Training Period		destroy after 1 month. AUTH: N1-AFU-90-31

**TABLE 13-10**

Continued.

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
		(AFTP) Transmittal List; BLMPS/AFORMS HOSM Information List; BLMPS to AFORMS Update List; Sonic Boom Transmittal List; AFORMS to BLMPS Interface Summary; AFORMS Record Deletion Summary (AAQM4L); AFORMS Record Deletion Summary (AAQM4P); AFORMS to MMICS Interface (list)		
20	AFORMS Individual Data Summary, Flying History Report			destroy after 30 days (EXCEPTION: retain the most current individual data summary (IDS) in the Flight Records Folder (FRF) when reviewed and certified as part of the annual records review. All annual flying history reports will be maintained in the FRF as part of the permanent records. AUTH: N1-AFU-90-26
21	AFORMS output listings	Deployment Transfer Tape Listing; Deployment File Status Listing; Deployed Flying Transaction Listing; Deployed Training Transmittal Listing		destroy after deployment completed. AUTH: N1-AFU-86-23
22	AFORMS output, training reports	Selective Training Report; Aircrew Roster; Training Remaining/Accomplished Report; Training Report; Mission Report; Weekly Scheduled Activities (List); Training Plan Audit Report; Training Plan Deletion Summary; AFORMS Resource Validation List; Training Event Change List		destroy when superseded. AUTH: N1-AFU-86-23
23	(RESERVED)			(RESERVED)
24	Other AFORMS computer-generated output products			destroy when no longer needed. AUTH: N1-AFU-86-23
25	Flight Records Folders (FRFs) on rated and nonrated members engaged in flying duties (See Notes 1 and 2)	individual flight record and other documents produced from member's Master Records in the AFORMS Master File and extracted from the AFORMS Month-to-Date Transaction File for the Master Record, and copies of aeronautical orders; records in the	at Host Operations Systems Management Office (HOSM Office)	when member changes station, give member his/her file to hand-carry to gaining HOSM office; forward any subsequently received related documents to

61

**TABLE 13-10**

Continued.

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
		FRF reflect history of member's flying experience; support flying resource management requirements relating to accountability, utilization and incentive pay entitlements; provide legal justification and authority for flight management actions related to individual participation in Air Force flying activities; and may contain record (s) accounting for disclosure(s) of documents requested under Privacy Act		gaining HOSM office (See Note 3). AUTH: NI-AFU-86-23
26	Flight Record Folders when member is disqualified for flying duties			when member is disqualified for flying duties, release member's file to him/her 5 years after disqualification EXCEPTION: release FRF to an operational support member immediately after his/her disqualification (See Note 2). AUTH: NI-AFU-86-23
27	Flight Record Folders when member is separated from the service			when member is separated from service, release member's file to him/her (when a nonrated member cannot be located after separation, mail his/her file to member's home of record; if file is returned, hold for 3 years, then destroy (See Note 2). AUTH: NI-AFU-86-23
28	Flight Record Folders when member is reported as missing in action			when member is reported as missing in action, captured or interned, send file on rated member to AF Inspection and Safety Center/SCF, pending final disposition from AFMPC (when member returns to duty, send his/her file to gaining

**TABLE 13-10**

Continued.

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
				activity (See Note 2). AUTH: N1-AFU-86-23
29	Flight Record Folders when member is reported as deceased			when member is reported as deceased, his/her file becomes personal effects; dispose of per AFI 34-502, (See Note 2). AUTH: N1-AFU-86-23
30	Flight Record Folders on members who enter Air Education and Training Command courses	Flight Record Folders on members who enter an Air Education and Training Command formal flying course leading to basic pilot or navigator training	at Undergraduate Pilot Training and Undergraduate Navigator Training base	when member changes station, give member his/her file to hand-carry to gaining HOSM office (See Note 3). AUTH: N1-AFU-86-23
31	Flight Evaluation Folders (FEFs)(See Notes 1 and 2)	current flying qualifications of individuals; includes AF Form 942, Record of Evaluation; AF Form 8, Certificate of Aircrew Qualification, and related documents; and flight instrument evaluation for pilots	at HOSM office and/or member's duty station	when member changes station, give member his/her file to hand-carry to gaining HOSM office, forward any subsequently received related documents to gaining HOSM office (See Note 3). AUTH: N1-AFU-86-23
32	FEFs when member is disqualified for flying duties			when member is disqualified for flying duties, release member's file to him/her 5 years after disqualification (See Note 2). AUTH: N1-AFU-86-23
33	FEFs when member is separated from the service			when member is separated from service, release member's file to him/her (See Note 2). AUTH: N1-AFU-86-23
34	FEFs when member is reported as missing in action			when member is reported as missing in action, captured or interned, send file on rated member to ARIA/SCF, pending final disposition from AFMPC (when member returns to duty, send his/her file to gaining activity (See Note 2). AUTH: N1-AFU-86-23
35	FEFs when member is reported as deceased			when member is reported as deceased, his/her file becomes

TABLE 13-10				
Continued.				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
				personal effects, dispose of per AFI 34-502 (See Note 2). AUTH: N1-AFU-86-23
36	Jump Record Folders (JRFs)(See Notes 1 and 2)	certified records of parachutists' jump qualification and experience (AF Form 922); aeronautical orders (AF Form 1887) that initiate, modify, terminate jump status or award parachutist's ratings; training record (AF Form 702); medical qualification certificate (AF Form 1042) and other source documents affecting parachutist's jump status or associated qualifications	at HOSM office	when member changes station, give member his/her file to hand-carry to gaining HOSM office; for any subsequently received related documents to gaining HOSM office (See Note 3). AUTH: N1-AFU-86-23
37	JRFs when member is detached from jump duty			when member is detached from jump duty, give file to him/her for retention pending subsequent jump duty (See Note 2). AUTH: N1-AFU-86-23
38	JRFs when member is separated from the service			when member is separated from service, release member's file to him/her (See Note 2). AUTH: N1-AFU-86-23
39	JRFs when member is reported as missing in action			when member is reported as missing in action, captured or interned, forward his/her file for inclusion in Master Personnel Records Group (See Note 2). AUTH: N1-AFU-86-23
40	JRFs when member is reported as deceased			when member is reported deceased his/her file becomes personal effects; dispose of per AFI 34-502 (See Note 2). AUTH: N1-AFU-86-23
41	aircrew waivers	waiver requests/approvals/denials to flying requirements/procedures prescribed in AFI 11-401 for aircrew members and parachutists and for their flight and/or jump duties		return to the individual all except 2 most recent years. AUTH: N1-AFU-86-23
42	approval of contractor operating procedures and flight crews	contractor crew member flight and crew member qualification record, and related documentation		destroy 90 days after contract terminated or sooner if requirement to fly is cancelled. AUTH: N1-AFU-86-23

TABLE 13-10

Continued.

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
43	military pay order (MPO) records	suspense file of copies of AF Form 1373, MPO Document Control Log--Transmittal, and military pay orders sent to Accounting and Finance Office	at HOSM office and/or at member's duty station	destroy after 1 year. AUTH: N1-AFU-86-23
44	Daily Register of Transactions	Daily Register of Transactions (DROT) that shows each transaction forwarded to DFAS-DE-JUMPS		destroy all except most recent 3 months. AUTH: N1-AFU-90-31
45	Headquarters Operations Resource Information System	HORIS report that provides key aviation service data to HQ USAF, prepared through interface, with AFORMS, and supporting data	at HQ USAF	destroy when no longer needed. AUTH: N1-AFU-86-23
46	HORIS Report below HQ USAF		below HQ USAF	destroy when superseded. AUTH: N1-AFU-90-31
47	card desks and worksheets used in preparing HORIS report			destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-86-23
48	HORIS Report Audit List			destroy after 1 month. AUTH: N1-AFU-90-31
49	flying evaluation boards, faculty boards, or aeronautical rating boards	board proceedings and supporting records, such as physical and psychiatric exams, major aircraft accident and other reports, orders suspending pilot from or returning him/her to flying status		destroy after 1 year. AUTH: N1-AFU-90-3
50	flying status reports	reports of nonrated officers and enlisted personnel on flying status covering man-year authorizations and supporting records for crew and non-crew requirements		destroy at end of FY for which authorization was granted. AUTH: N1-AFU-90-3
51	crew information formats	locally devised forms used to collect personnel and operational data on "lead-select" crews		destroy when superseded or obsolete. AUTH: N1-AFU-90-3
52	flying status actions	correspondence and related records pertaining to requests for suspensions, fear of flying cases, excusal programs, non-rated officer utilization, aeronautical rating data records that pertain to aeronautical ratings or suspensions or hazardous duty status code changes and requests for update of the Uniform Officer Records (UOR) or Uniform Airman Record (UAR), and applications or requests for parachute jump status, and other flying status actions	at MAJCOMs/FOAs/maj or subordinate commands	destroy after 1 year. AUTH: N1-AFU-90-3
53			below major subordinate commands	see table 37-11, rule 2. AUTH: N1-AFU-90-3

**NOTE(S):**

1. Members review their FRFs, FEFs, and JRFs at certain intervals and certify on completeness and accuracy of the records.
2. Before releasing an FRF, FEF or JRF to a member when indicated in rules 25, 26, 27, 28, 30, 31, 32, 33, 34, 36, 37, 38, 39, remove all documents that account for disclosures of records requested under the Privacy Act. Destroy the disclosure records 5 years after date of disclosure (see table 37-20, rule 7).
3. When changing to another station, member is given a Flight Record Package (an Individual Flight Records Envelope, AF Form 455) that contains the FRF, a Master Card Deck (or equivalent) and Master Record List, and, if applicable, also the FEF and JRF, to hand-carry to gaining station. Gaining station uses the Master Card Deck (or equivalent) to create new computer record.
4. See AFM 171-190, Vol II, tables 14-1, 14-2, for custodial, procedure and action requirements for members and Host Operations System Management Office concerning entries into the AFORMS, and the maintenance, review, station-to-station transfers to FRFs, FEFs, JRFs, and their disposition when closed out.
5. See table 36-44, rule 6, for disposition of copies of AF Form 8 used in flying training.
6. BLMPS - Base Level Military Personnel System; FRDS - Flight Records Data System; MMICS - Maintenance Management Information and Control System.

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 13-11**  
**SEARCH AND RESCUE (SAR) MISSION RECORDS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	closed or suspended missions	narrative reports and message reports of opening, supplemental, reopening, and closed or suspended missions, with related correspondence, pertaining to combat and noncombat area missions	at Rescue Coordination Center (RCC) for combat area missions	retire as permanent (See Notes 1 and 2). AUTH: N1-AFU-91-46
<b>1.01</b>			at RCC for closed noncombat area missions other than rule 1.3	destroy 7 years after mission is closed (See Note). AUTH: N1- AFU-90-3
<b>1.02</b>			at RCC for suspended noncombat area missions other than rule 1.3	hold in office for 7 years after mission is suspended, then destroy (See Note). AUTH: N1-AFU-90-3

<b>TABLE 13-11</b>				
<b>Continued.</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<del>1.03</del>			at RCC for noncombat missions of other than routine nature, such as those which have wide media coverage, involve U.S. or foreign dignitaries, international flights, terrorism, or similar missions having historical research interest	retire as permanent (See Note 2). AUTH: N1-AFU-91-46
<del>2</del>			at operating units for closed missions	see table 10-6 (See Note 1). AUTH: N1-AFU-91-46
<del>3</del>			at operating units for suspended missions	see table 10-6. AUTH: N1-AFU-91-46
<del>3.01</del>			at other units	destroy after 1 year. AUTH: N1-AFU-90-3
<del>4</del>	monthly mission summary reports	form reports and related records other than those in rule 4.1		destroy after 5 years (See Note 1). AUTH: N1-AFU-90-3
<del>4.01</del>		form reports and related records in combat areas	at operating units for suspended missions	retire as permanent (See Note 2). AUTH: N1-AFU-91-46
<del>5</del>		form reports involving AF aircraft accidents		see table 91-5. AUTH: N1-AFU-90-3
<del>6</del>	operations logs	log books of all mission activities except rule 6.1	at RCCs	destroy after 7 years. AUTH: N1-AFU-91-46
<del>6.01</del>		log books of combat and high interest mission activities		retire as permanent (See Notes 1 and 2). AUTH: N1-AFU-91-46
<del>7</del>	incident forms	incident forms pertaining to search and rescue and emergency locator transmitters not included in rules 1 - 3.1		destroy after 1 year. AUTH: N1-AFU-90-3

**NOTE(S):**

1. On inactivation or relocation of a unit, transfer all records to the unit that assumes responsibility for the area in which incidents occurred; destroy or retire the transferred records when specified retention periods have elapsed.
2. Transfer to the National Archives in 5-year blocks when latest record is 25 years old.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a", "b", and "c" do not apply to rule 5 and rules "a" and "b" do not apply to rules 1, 1.03, 2, 3, 4.01, and 6.01:

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

TABLE 13-12

## EVACUATION PLANS OF AIRCRAFT IN SEVERE WEATHER

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	plans for evacuation of aircraft in severe weather	Air Force Service Hurricane Evacuation Plan (23d AF OPLAN 9507)	at HQ 23d Air Force	Permanent. Cut off when superseded or obsolete. Transfer to National Archives when 15 years old in 10-year blocks. AUTH: GRS 18/28a
2			at other than HQ 23d Air Force	destroy 3 years after superseded or rescinded. AUTH: N1-AFU-90-3
3		Air Force base severe weather evacuation plan with form records of aircraft severe weather evacuation information, aircraft refuge facility data, hurricane and/or severe weather assignment, severe weather evacuation record, and related correspondence	subordinate command and below	destroy when superseded or rescinded. AUTH: N1-AFU-90-3
4	annual tests of base surface evacuation plans	narrative reports and related papers	at base preparing plan	destroy after 1 year. AUTH: N1-AFU-90-3

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

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

**TABLE 13-13**  
**AIRCREW PERSONAL AUTHENTICATION**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<del>1</del>	<del>Personal Authenticator Card</del>	<del>card form for aircrew members/individuals who may be subject to action in or over hostile territory</del>	<del>at operating units</del>	<del>destroy on reaccomplishment of a new form, on termination of or separation from military service, or when individual is no longer subject to action in or over hostile territory. AUTH: N1-AFU-90-3</del>
2		card form for individuals who are missing or captured; maintained until fate of casualty is determined		see table 36-3. AUTH: N1-AFU-90-3

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

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

TABLE 13-14				
SEARCH AND RESCUE (SAR) AGREEMENTS AND SUPPORT RECORDS				
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<del>1</del>	<del>agreements</del>	<del>formal agreements with any modifications and related records concerning search and rescue operations involving foreign, federal, state, local and private agencies (See Note)</del>	<del>at federal SAR coordinator</del>	<del>destroy 1 year after agreement is terminated or obsolete. AUTH: N1-AFU-90-3</del>
2	SAR support control records	lists of agencies involved in SAR operations and the location of their SAR facilities		destroy when superseded or obsolete. AUTH: N1-AFU-90-3

**NOTE:** This rule applies to agreements made by SAR coordinator with foreign SAR authorities only on operational or technical matters.

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

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

72

**TABLE 13-15**  
**GROUND RADAR AND TRACALS EVALUATION**

	A	B	C	D
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	quality control reports	detection performance data, quality control chart, and quality control inspection sheets and comparable records used to record equipment performance	at sites	destroy after 1 year. AUTH: N1-AFU-90-3
2			at monitoring headquarters and any other locations	destroy when no longer needed. AUTH: N1-AFU-90-3
3	evaluation reports	station, system, and special evaluation reports	at MAJCOMs	
4			at preparing evaluation units	
5		technical records, still photos, charts, data forms, plans, report enclosures, survey data, etc., used as a data base for preparing reports		
6		station, system, and special evaluation reports	at sites and monitoring headquarters	destroy on inactivation or when superseded by new report, whichever is sooner. AUTH: N1-AFU-90-3
7	ground radar station reports	continuous evaluation original reports		destroy 1 year after end of the year in which last entry is made. AUTH: N1-AFU-90-3
8		reports consolidated in command periodic reports		destroy 3 months after end of report period. AUTH: N1-AFU-90-3

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

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