

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-AFU-02-17	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 6/14/2002	
1. FROM (Agency or establishment) Department of the Air Force		<b>NOTIFICATION TO AGENCY</b>	
2. MAJOR SUBDIVISION Communications and Information		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
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 8-5-02	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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>71</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>7/1/02</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 GRS OR SUPERSEDED JOB CITATION	10.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 14-1 through 14-9, Tables 15-1 through 15-4, Tables 16-1 through 16-2, Tables 38-1 through 38-6, and Tables 51-1 through 51-4.</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 style="text-align: center;"><i>cc Agency, NR, NWML</i></p>		

## JOB N1-AFU-02-17

These three rules (involving temporary electronic records) should be added to Table 14-1 through Table 14-9, Table 15-1 through Table 15-4, Table 16-1 through Table 16-2, Table 38-1 through Table 38-6 and Table 51-1 through Table 51-4.

	<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.

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

- 1) Rules "a", "b", and "c" will not apply to series relating to the following rules which cover unscheduled records:

<u>Table</u>	<u>Rule</u>	<u>Table</u>	<u>Rule</u>
14-2	15	16-1	5
14-2	18	16-1	18
14-2	34	16-1	20
14-2	35	51-1	14
14-2	36	51-1	15
14-3	6	51-1	17
14-4	1	51-3	2
14-4	3	51-3	22
14-4	4	51-3	30
14-4	12	51-3	37
14-4	13	51-3	40
14-4	14	51-3	42
16-1	2		

2) Rules "a" and "b" will not apply to series relating to the following rules which cover permanent records or are cross-referenced to rules covering permanent records:

<u>Table</u>	<u>Rule</u>
14-1	1
14-1	6
14-1	7
14-2	14
14-2	17
14-3	1
14-3	4
14-4	5
14-7	5
14-8	3
38-1	33
38-3	5
38-3	21
38-3	22
38-3	23
38-3	31
38-4	1
38-4	13
38-4	18
38-5	1
38-5	3

<u>Table</u>	<u>Rule</u>
38-5	6
38-5	10
38-6	1
38-6	4
51-1	2
51-1	10.01
51-1	21
51-1	25
51-1	27
51-3	10
51-3	14
51-3	15.01
51-3	16
51-3	18
51-3	29.01
51-3	32.01
51-3	48
51-3	50
51-3	56.01
51-3	60
51-4	4.02

**14. Intelligence.** These tables cover disposition instructions for records pertaining to collection, identification, evaluation, classification and dissemination of general and technical intelligence, including mapping, charting, and geodesy (MC&G).

<b>TABLE 14-1</b>				
<b>INTELLIGENCE RECORDS</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>1</b>	indexes or accession lists	manual or machine-produced subjective, regional, country or similar indexes or accession lists of raw finished intelligence used for research, identification, and location purposes, and prepared by AF intelligence	based on AF intelligence production activities or their finished intelligence products	retire as permanent with the records to which they pertain (See Note). AUTH: NC1-AFU-80-8
<b>2</b>			based on intelligence research or library-type activities of intelligence holdings on raw and finished intelligence products of other activities	see table 37-14. AUTH: N1-AFU-90-3
<b>3</b>			special indexes or bibliographies prepared in support of studies or projects	dispose of originals with the study or project of which they become a part. AUTH: N1-AFU-90-3
<b>4</b>			rule 3 information copies	destroy when no longer needed. AUTH: N1-AFU-90-3
<b>5</b>	intelligence record dissemination	data accumulated incident to disseminating intelligence reports, publications and other records; supporting agreements; interpreting general release policies; and substantiating requirements of the various recipients of intelligence records		destroy 1 year after requirement is discontinued or superseded. AUTH: N1-AFU-90-3
<b>6</b>	joint and external committee membership			see table 38-5. AUTH: N1-AFU-90-3
<b>7</b>	captured records	information captured or confiscated in wartime under international law including records of a foreign government, military, private or other institutions	at intelligence offices	disposition pending. AUTH: Unscheduled
<b>8</b>	Sensitive Compartmented Information (SCI) Nondisclosure Agreements (NDAs)	DD Form 1847-1 or similar forms	at 497 IG/INSB	destroy after 70 years. 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, 6, and 7.

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<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 14-2

## COLLECTION 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>	raw intelligence	intelligence information reports on domestic, foreign, scientific and technical intelligence matters which have been recorded on microfilm or microfilm aperture cards, or have been determined not required	at HQ USAF	see table 37-14. AUTH: N1-AFU-90-3
<b>2</b>			information copies at other than HQ USAF	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3
<b>3</b>		source and raw material, such as photographs, messages, and other intelligence accumulated by originators and used in preparing DoD intelligence information reports		destroy 1 year after completion of report. AUTH: N1-AFU-90-3
<b>4</b>	collection requirements	correspondence and records pertaining to levy and collection action (for which DIA is the office of record)	at HQ USAF	destroy 1 year after cancellation or completion. AUTH: N1-AFU-90-3
<b>5</b>			at originating elements	destroy 3 years after cancellation or completion. AUTH: N1-AFU-90-3
<b>6</b>			action information sets at field collection activities	destroy 90 days after cancellation or completion. AUTH: N1-AFU-90-3
<b>7</b>	proposals for collection of intelligence	correspondence and related records regarding presentation of proposals for collection of intelligence not developed into collection requirements		destroy 2 years after cancellation. AUTH: N1-AFU-90-3
<b>8</b>	collection operations	correspondence and related records regarding individual case development and exploitation related to special project or case file		destroy 1 year after completion of project case and preparation of resulting intelligence reports (EXCEPTION: selected records may be retained indefinitely as background for known recurring operations). AUTH: N1-AFU-90-3
<b>9</b>	collection devices projects	records reflecting activities of collection teams that monitor the development of devices and equipment from the standpoint of intelligence needs		destroy 2 years after project is completed or cancelled. AUTH: N1-AFU-90-3
<b>10</b>	USAF name registry	record on persons for whom the AF has responsibility	records recorded on microfilm	see table 37-14. AUTH: N1-AFU-90-3

TABLE 14-2				
Continued.				
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
11			individual files	destroy when inactivated or no longer needed. AUTH: N1- AFU-90-3
12	collection guidance	DIA manuals, instructions, and guidance letters accumulated at all AF activities and listed in AFIND-4	directed to be returned by current DIA manuals	request disposition instructions from HQ AFISA/INSA(R). AUTH: N1-AFU-90-3
13			not directed to be returned by current DIA manuals	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
14		record sets of AF 200-series manuals containing AF-produced photographic interpretation keys (PIKs)	at Rome Air Development Center	see table 37-7. AUTH: N1-AFU-90-3
15			retained in conformance with CODIBD-75	disposition pending. AUTH: Unscheduled
16			at activities other than rules 14 and 15	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3
17		AF standard intelligence publications not containing PIKs		see table 37-7. AUTH: N1-AFU-90-3
18		HQ USAF intelligence guidance numbered letters which provide requirements, collection guidance of a limited nature, and specific reporting instructions	record sets at HQ USAF	disposition pending. AUTH: Unscheduled
19			information copies	destroy when superseded or rescinded. AUTH: N1- AFU-90-3
20	ELINT data reduction	mission folders containing electronic intercept and analysis reports, supporting papers, and assorted technical materials		destroy after 1 year. AUTH: N1-AFU-90-3
21		master intercept tapes maintained for EDP to provide a complete updated records of intercepts		destroy 4 years from date of intercept. AUTH: N1-AFU-90-3
22		subsidiary punched cards or other mass data records used in processing ELINT data	on unknown emitters and for intercepts originated by the individual organization	destroy when no longer needed. AUTH: N1- AFU-90-3
23			not covered in rule 22	destroy after 3 years or when transcription to

TABLE 14-2				
Continued.				
	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
				computer tape has been accomplished. AUTH: N1-AFU-90-3
24	blood chits	reports of lost blood chits		destroy 1 year after release from accountability. AUTH: N1-AFU-90-3
25		inventory reports		destroy when superseded. AUTH: N1-AFU-90-3
26	OPTINT	photographic film and prints, paper analogs and microfilm	Apollo Range Instrumentation Ships (ARIS) packed data tapes and film stored at Air Force Eastern Test Range, Patrick AFB, Florida	degauss/destroy data after an annual review. An absolute minimum of classical mode quality data will be held for 5 years. AUTH: N1-AFU-90-3
27			packed data tapes and film retained by Foreign Technology Division	
28	TELINT	paper analogs, messages, and reports		destroy analogs after an annual review. An absolute minimum of classical mode quality data will be held for 2 years. AUTH: N1-AFU-90-3
29		magnetic tape		degauss tapes after annual review. An absolute minimum of classical mode quality will be held for 3 years. AUTH: N1-AFU-90-3
30	RADINT	over-horizon detection (OHD) packed-data tapes		degauss/destroy after 1 year. AUTH: N1-AFU-90-3
31		ARIS packed-data tapes		degauss tapes after annual review. An absolute minimum of classical mode quality data will be retained 3 years. AUTH: N1-AFU-90-3
32		Aerospace Defense Center packed-data tapes		degauss tapes after annual review. An absolute minimum of classical mode quality

TABLE 14-2				
Continued.				
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
				data will be retained 5 years. AUTH: NI-AFU-90-3
33	PHOTINT	filmed test events, data on paper analogs, magnetic tapes and photographs		destroy filmed test events after 10 years. Duplicate films will be destroyed after 5 years. AUTH: NI-AFU-90-3
34	intelligence debriefs and related files on prisoners of war (PWs), combat escapees and evaders, peacetime captives, internees/detainees, whether civilian or military	debriefs, transcripts, messages, studies, reports, correspondence, maps, charts and other records pertaining to the subject matter. Includes all types of storage/recording formats, i.e., typed, handwritten, electronically produced or photographed, etc.	at Joint SERE Support Agency (AF/XO)	retain pending approval of disposition authority. AUTH: NI-AFU-90-3
35			at AFHRA	
36			at Air Force activities other than rules 34 and 35	

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 14 and 17 and that rules "a", "b", and "c" do not apply to rules 15, 18, 34, 35, and 36.

	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 14-3

## INTELLIGENCE ESTIMATE RECORDS

	A	B	C	D
<b>R U L E</b>	If the records are or pertain to	consisting of	which are	then
1	intelligence estimates	data relating to analyses of the intentions, capabilities and vulnerabilities of nations and areas, developed for use in operational planning	record sets and supporting records at originating offices	retire as permanent (See Note). AUTH: NC1-AFU-80-8
2			information copies	destroy when superseded, rescinded or no longer needed. AUTH: N1-AFU-90-3
3	intelligence contributions and estimates	data supporting an AF contribution to the national or joint estimate		destroy after 5 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
4	finished intelligence reports	specialized intelligence publications, estimates, studies, surveys, reports, analyses, evaluations and appraisals, including both general and technical intelligence and intelligence concerning their combat applications	record sets and supporting records at office of preparation	retire as permanent when rescinded, superseded or obsolete (See Note). AUTH: NC1-AFU-80-8

TABLE 14-3

Continued.

	A	B	C	D
<b>R U L E</b>	If the records are or pertain to	consisting of	which are	then
5			information copies, including copies of intelligence reports produced by other agencies	destroy when superseded, rescinded or no longer needed. AUTH: N1-AFU-90-3
6	intelligence reference records	printed or processed materials, photographs or maps accumulated at any organizational level as a reference file or for library intelligence research purposes	information copies of finished intelligence reports at originating activity	disposition pending. AUTH: Unscheduled
7			at HQ USAF and produced by other national intelligence agencies, DIA, unified and special commands, or by AF activities for departmental level	destroy 5 years after record is superseded or rescinded. AUTH: N1-AFU-90-3
8			at other than HQ USAF	destroy when superseded, rescinded or no longer needed. 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 and 4 and that rules “a”, “b”, and “c” do not apply to rule 6.

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<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 14-4

## INTELLIGENCE POLICY AND 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>
1	policy directives	nonstandard publications and letters that are directive in nature, which establish principles for all AF intelligence components of unified and specified commands, and the USAF INTEL series	record sets at HQ USAF	disposition pending. AUTH: Unscheduled
2			information copies	destroy when superseded or rescinded. AUTH: N1- AFU-90-3
3	planning	HQ USAF plans, directives, communications, and supporting records relating to implementation of DIA plans and development of AF intelligence responsibilities, missions and organization		disposition pending. AUTH: Unscheduled

TABLE 14-4					
Continued.					
	A	B	C	D	
R U L E	If the records are or pertain to	consisting of	which are	then	
4	production planning support	production surveys and studies, program monitoring, and collection planning data system reports incident to development and support production planning		disposition pending. AUTH: Unscheduled	
5	annexes to joint, command, operations, and wartime planning	communications and records received from other Defense agencies, AF components of unified and specified commands, and subordinate AF echelons	master sets at originating headquarters	see table 10-4. AUTH: N1-AFU-90-3	
6			at HQ USAF for monitoring purposes and/or coordination	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3	
7	disclosure of military information to foreign governments and international organizations	records of National Military Information Disclosure Policy Committee (NDPC) which announce the National Disclosure Policy (NDTC-1), AF representation on the NDPC, approval and denial by the NDPC of requests for exception surveys of foreign governments conducted by NDPC representatives, and related papers	at HQ USAF	destroy after 10 years. AUTH: N1-AFU-90-3	
8			policies which reflect, substantiate, and implement international or bilateral negotiations, arrangements, and agreements on exchange or release of classified/unclassified military information to foreign governments and international organizations	at any AF level with disclosure authority	
9			completed control case files on release of records to foreign governments, foreign nationals, and international organizations, containing requests for the records, authorizations, and justifications for the release, and related papers	pertinent to disclosure of classified information	
10			pertinent to disclosure of unclassified information	destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3	
10.01			information copies below major command level pertinent to disclosure of classified		

**TABLE 14-4**

Continued.

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
			and unclassified information	
11	signed receipts for records released to accredited representatives of foreign nations (see table 31-4 for exchanges under NATO, SEATO or CENTO agreements)		conditions of disclosure, and serve as a records of the transfer of accountability for classified information, and as a certificate of agreement on the part of the recipient government about further handling of the information	destroy after 6 years. AUTH: N1-AFU-90-3
12	contract development and monitoring	documentation of implementation, contract development, substantive monitorship, bids, proposals, brochures, technical guidance, reports, correspondence, contracts and amendments, fulfillment of requirements, studies, and contractor final reports of external assistance and contracts and agreements with Government agencies and civilian contractors that provide technical and scientific contributions for intelligence efforts		disposition pending. AUTH: Unscheduled
13	production expenditures	master files of project or task assignment forms authorization for commitment and expenditure of intelligence production resources		disposition pending. AUTH: Unscheduled
14		project or task case files	documenting expenditures of production capabilities	
15			documenting expenditures incident to administration	destroy after 2 years. AUTH: N1-AFU-90-3
16		routine matters or one-time requests consisting of reference records, machine tapes, reports, briefings, records that establish production policy, planning, or procedural development		

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 5 and that rules "a", "b", and "c" do not apply to rules 1, 3, 4, 12, 13, and 14.

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>RULE</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<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 14-5</b>				
<b>FOREIGN NATIONALS</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>	requests for visits	requests for authorization to visit AF installations and/or industrial facilities, degree of security classification authorized, letters of authority to visit, report of visit, and log books	at HQ USAF	destroy after 2 years. AUTH: N1-AFU-90-3
<b>1.01</b>			at other than HQ USAF	destroy short term visit requests (1-30 days) after 3 months; destroy long term visit requests (1 month-1 year) after 1 year. AUTH: N1-AFU-90-3
<b>2</b>	tour folders	tour letters, biographical sketches, itineraries, and pertinent protocol information on foreign nationals under auspices of OSAF or Chief of Staff, USAF, Inter-American Relations Program, or MAP	at HQ USAF or MAJCOMs	
<b>3</b>		forms and logs	at HQ USAF	destroy after 20 years. AUTH: N1-AFU-90-3
<b>4</b>	country files	records containing information on countries which send representatives to visit AF installations		destroy after 2 years. AUTH: N1-AFU-90-3
<b>5</b>	awards	general orders and correspondence concerning awards or recommendations for awards	at HQ USAF	destroy after 4 years. AUTH: N1-AFU-90-3
<b>6</b>			at field activities	destroy after 2 years. AUTH: N1-AFU-90-3
<b>7</b>			logs	at HQ USAF
<b>8</b>	medical treatment			see table 41-11. AUTH: N1-AFU-90-3
<b>9</b>	accredited attaches	a roster of service attaches accredited to the AF, in booklet form, revised quarterly, containing position assignments, local addresses, and basic family data (used primarily for protocol matters)	record copies at originating offices	destroy after 20 years. AUTH: N1-AFU-90-3
<b>10</b>			information copies	destroy when no longer needed. AUTH: N1-AFU-90-3
<b>11</b>	Individual Foreign Attache Information Folder	accreditation paperwork, photographs, biographical data and other correspondence pertaining to individual attaches accredited to the Air Force	at HQ USAF	destroy when no longer needed. AUTH: N1-AFU-87-28

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 14-6**  
**MAPPING, CHARTING AND GEODESY (MC&G) 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	requirement	copies of requirements, submissions, guidance, studies, background information, and other information related to MC&G requirements.		destroy when no longer needed. AUTH: N1-AFU-92-18
2	development project files	technical data, documentary material and background studies or reports related to developmental MC&G programs or weapon systems using MC&G products and services.		destroy when no longer needed. AUTH: N1-AFU-92-18
3	standard analog MC&G products	technical data, catalogs, specifications, and background information related to standard aeronautical, hydrographic, topographic, target material, and general purpose MC&G products.		destroy when no longer needed or when no longer produced. AUTH: N1-AFU-92-18
4	sample MC&G products	maps, charts, photos, negatives, graphics, prototype products and any other MC&G material kept as sample products or for reference purposes		destroy when no longer needed or when product is obsolete. AUTH: N1-AFU-92-18
5	point positioning databases (PPDB)	preprocessed sets of rectified and gridded photographs, reference booklets or magnetic media	held by the using agency	destroy when no longer needed or when product is obsolete. (See Note) AUTH: N1-AFU-92-18

**NOTE:** Copies of destruction certificates for all PPDB materials destroyed will be forwarded to director, DMA Combat Support Center, ATTN: PPO, Washington, DC 20315-0010.

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 14-7

## DIGITAL DATA 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>	standard digital MC&G products	technical data, specifications and background information related to standard digital terrain data, feature data, maps and other digital products		destroy when no longer needed. AUTH: N1-AFU-92-17
<b>2</b>	simulator databases	technical data, transformation information and other records related to simulator databases	other material	destroy when no longer needed. AUTH: N1-AFU-92-17
<b>3</b>	printed, photoprocesses, and similarly produced charts and maps (See Note 2)	charts, maps, atlases, portfolios, photomaps, and all related indexes, in map or other form, including each edition or variant thereof, produced for or by the AF	held by the producing activities	destroy when no longer needed. AUTH: NC1-AFU-78-48

TABLE 14-7				
Continued.				
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
4	point positioning data bases (PPDBs)	preprocessed sets of photographs		destroy when no longer needed in accordance with existing security regulations; forward copies of the destruction certifications to Defense Mapping Agency (DMA)(See Note 3). AUTH: N1-AFU-90-3
5	research reference records (See Note 1)	written results of analysis and evaluation of data covering a specific area or region, project files, area studies, or reports of studies of astrodynamics, geodetic, geopolitical, or geophysical significance	held by the producing activity	destroy 1 year after incorporation in a completed project or publication, or when superseded or obsolete, whichever is sooner. AUTH: N1-AFU-78-49

**NOTE(S):**

1. They may also include intelligence information; see tables in 14-series for disposition instructions.
2. Forward 2 copies to DMAAC/MCEA.
3. Send destruction certifications to: DMAAC, ATTN: PPDG, 3200 South Second Street, St Louis, MO 63118-3399.

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 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>
<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 14-8**

**FLIGHT INFORMATION PUBLICATIONS (FLIP) RECORDS (see note)**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	background materials	NOTAMs, airfield diagrams, engineering drawings, and communications from AF activities, FAA, USC&GS, NOAA, and other government agencies.		destroy when no longer needed. AUTH: N1-AFU-92-20
<b>2</b>	flight information publications	records related to aeronautical facilities, flight planning records, enroute high/low altitude charts, terminal flight information publications, foreign clearance guides, and similar records for AF use.	held by AF activities	destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-92-20
<b>3</b>		record set of FLIPs		see Table 37-7, Rule 1. AUTH: N1-AFU-92-20

**NOTE:** FLIP material are addressed in AFI 11-201.

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 3.

	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 14-9**  
**GEODESY 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>	basic records	data related to conventional, magnetic, satellite, gravity, astronomic, or inertial surveys; data which may reflect observations; and data related to geodetic mathematical models	held by AF activities	destroy when no longer needed. AUTH: N1-AFU-92-19
<b>2</b>	mathematical computations	computations involved in converting or transforming coordinates between reference systems, calculating information from coordinates or earth measurements		
<b>3</b>			preliminary computations	destroy preliminary computations when no longer needed. AUTH: N1-AFU-90-3
<b>4</b>	office records	computations involved in determining final values to be derived from observed data by adjustment or some other process	at organizations performing computation	destroy originals when no longer needed. AUTH: NCI-AFU-78-46
<b>5</b>			geodetic or gravity data	send two copies to DMAAC/ GDGG. AUTH: NCI-AFU-78-46

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>
<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 15-1</b>				
<b>WEATHER AND SPACE ENVIRONMENT OBSERVING RECORDS</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>
<b>1</b>	observing worksheets and workcharts	records not mentioned elsewhere in this table		destroy when no longer needed. AUTH: N1-AFU-90-3
<b>2</b>	surfacing observing records	original weather observation forms in the possession of USAFETAC OL-A, Asheville, NC		send to the National Climatic Data Center (NCDC) after 1 month, or after processing, whichever is later. AUTH: N1-AFU-90-3
<b>2.01</b>		original weather observations forms or AWDS-generated forms produced by weather stations or teams	at home station or deployed location	send to USAFETAC OL-A, Asheville, NC AUTH: N1-AFU-90-3
<b>3</b>		duplicate weather observation forms		destroy after 5 years. AUTH: N1-AFU-90-3
<b>4</b>		equipment recorder charts, rolls, or printouts such as transmissometer rolls, wind rolls/printouts, and barograph charts		destroy after 15 days or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
<b>5</b>	surfacing observing records	barometer standardizations/comparisons		destroy when the aneroid barometer to which they apply is replaced. AUTH: N1-AFU-90-3
<b>6</b>	upper air observing records	original data in the possession of USAFETAC OL-A, Asheville, NC		send to the NCDC after 1 month, or after processing, whichever is later. AUTH: N1-AFU-90-3
<b>6.01</b>		original data produced by weather stations or teams	at home station or deployed locations	send to USAFETAC OL-A, Asheville, NC. AUTH: N1-AFU-90-3
<b>7</b>	weather reconnaissance records	adiabatic charts, RECCO forms, detailed eye center and supplemental vortex data messages	at USAFETAC OL-A, Asheville, NC	send to the NCDC after 1 month, or after processing, whichever is later. AUTH: N1-AFU-90-3
<b>7.01</b>			produced by reconnaissance personnel	send to USAFETAC OL-A, Asheville, NC. AUTH: N1-AFU-90-3
<b>8</b>		all other weather reconnaissance data		destroy after 3 months or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

TABLE 15-1				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
9	space data	original optical patrol worksheets and patrol film, radio solar patrol logs and radiometer strip charts used in manual patrol, SFIR strip charts and merged magnetic tapes of monthly digital data from RSTN observing sites, ionograms (traces/films/tapes), riometer and radio SIDS charts and ionospheric worksheets		send to the National Geophysical Data Center (NGDC) after 30 days. AUTH: N1-AFU-90-3
10		(RESERVED)		(RESERVED)
11		geophysical observations that are interpretable without reference to recording equipment and/or of lasting value		send to the NGDC after 1 month, or after processing, whichever is later. AUTH: N1-AFU-90-3
12		original data such as space scientific geophysical observations from rockets and satellites		send to the National Space Sciences Data Center after 1 month, or after processing, whichever is later. AUTH: N1-AFU-90-3
13		Defense Meteorological Satellite Program (DMSP)	original digital data from all sensors received at Air Force Global Weather Central (AFGWC)	transfer to National Environmental Satellite, Data, and Information Service (NESDIS) after 1 week. AUTH: N1-AFU-90-3
13.01		(RESERVED)		(RESERVED)
13.02		Defense Meteorological Satellite Program (DMSP)	softcopy imagery at locations other than AFGWC	destroy after 15 days. AUTH: N1-AFU-90-3
13.03		(RESERVED)		(RESERVED)
14				
14.01		meteorological satellite (METSAT) data not from DMSP	softcopy imagery at locations other than AFGWC	destroy after 15 days. AUTH: N1-AFU-90-3
14.02		selected METSAT, ionospheric, or space environmental data used for special studies/training		destroy when no longer needed. AUTH: N1-AFU-90-3
15		DMSP special sensor data magnetic tape from ionospheric sensors		send to the NGDC after 1 week. AUTH: N1-AFU-90-3
16		DMSP special sensor data magnetic tape from atmospheric sensors		send to the NGDC after 1 week. AUTH: N1-AFU-90-3
17	weather radar	conventional radar observations log produced by stations on the US Basic	originals	send to the National Climatic Data Center

**TABLE 15-1**

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>
		Weather Network and those that support the National Hurricane Plan		after 1 month. AUTH: N1-AFU-90-3
18			duplicates	destroy after 1 month. AUTH: N1-AFU-90-3
19		conventional radar observations logs produced by stations not part of the US Basic Weather Network and those that support the National Hurricane Plan		destroy after 3 months. AUTH: N1-AFU-88-42
20		conventional radar scope photographs of tropical storms		send to the NCDC when local purpose has been served. AUTH: N1-AFU-90-3
21		conventional radar performance logs		destroy when no longer needed. AUTH: N1-AFU-90-3
22	weather and space environmental observing equipment	outage logs		destroy when no longer needed, or after 3 months, whichever is later. 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>
<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 15-2**  
**FORECASTING RECORDS AND CHARTS**

	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>	forecasting worksheets and workcharts	records not mentioned elsewhere in this table		destroy when no longer needed. AUTH: N1-AFU-90-3
<b>2</b>	written, pictorial, or magnetic tape forecasts	terminal forecast worksheets, time cross-sections, weather warning and advisory logs, flight weather briefing forms, flimsies, folder briefing logs, and similar records	at home station or deployed location	destroy after 3 months, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
<b>3</b>	(RESERVED)			(RESERVED)
<b>4</b>	charts	hand-prepared, recorded, or microfilmed meteorological or astrophysical prognosis and analysis charts		destroy locally after one month or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
<b>5</b>		(RESERVED)		(RESERVED)
<b>6</b>		meteorological or astrophysical charts designated for microfilming or use in special studies		send to National Climatic Data Center (NCDC) or National Geophysical Data Center (NGDC), as appropriate, after 1 month 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:

	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 15-3**  
**ELECTRICALLY TRANSMITTED DATA 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	teletype/alpha-numeric hard copy or magnetic tape data collections	weather observations, forecasts, prognostic data, analysis, etc.		destroy when no longer needed. AUTH: N1-AFU-92-32
2	facsimile charts			
3	(RESERVED)			(RESERVED)
4	communications service, communications equipment, or display equipment	outage logs		destroy after 3 months or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
5	data requirements	data requirements requests and listings and facsimile products listings	for routine data	destroy when no longer needed. AUTH: N1-AFU-90-3
6	(RESERVED)			(RESERVED)
7	electronic data	selected model and observations data fields	produced at Air Force Global Weather Central (AFGWC)	send to USAFETAC OL-A, Asheville, NC when no longer needed. AUTH: N1-AFU-90-3

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

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

TABLE 15-4

OTHER WEATHER OR SPACE ENVIRONMENTAL 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	local dissemination	autewriter rolls and dissemination logs		destroy when no longer needed, or after 1 month, whichever is later. AUTH: N1-AFU-90-3
2	pilot reports	forms and PMSV logs		destroy after 1 month. AUTH: N1-AFU-90-3
3		AIREP logs		destroy when no longer needed. AUTH: N1-AFU-90-3
4	technical analyses or studies, published or unpublished validated or unvalidated	weather, climatological, or space environmental analyses reports, papers, notes, conclusions, rules, memos, notebooks, etc.	original, whether prepared at home station or deployed location, or received in response to a Special Assistance Request (SAR)	destroy after 2 years, or when no longer needed, whichever is later. AUTH: N1-AFU-86-51
5			duplicates, office reference collection, or file copy	destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3

<b>TABLE 15-4</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>6</b>		summaries of weather or space environmental data such as conditional climatology tables		
<b>7</b>		worksheets, computer data, workcharts, or other data		
<b>8</b>		source material		
<b>9</b>		records pertaining to the location, acquisition, or use of sources of environmental data		
<b>10</b>		weather modification		
<b>11</b>	evaluation program records	worksheets, surveys, reports, quality control registers and summaries, and locally or centrally produced operational evaluation data	destroy after 5 years. AUTH: N1-AFU-90-3	destroy when no longer needed. AUTH: N1-AFU-90-3
				transfer with original copy of related environmental study. AUTH: N1-AFU-90-3
				destroy when obsolete. AUTH: N1-AFU-90-3
				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.

16. Operations Support. These tables cover records pertaining to political military and security assistance programs and foreign disclosure.

**TABLE 16-1**  
**POLITICAL MILITARY AND SECURITY ASSISTANCE PROGRAM 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>	Security Assistance Programs which are, or may be, in litigation	all records pertaining to a program sale or transfer	at all levels of USAF	keep records until no longer needed as directed by SAF. AUTH: N1-AFU-90-3
<b>2</b>	Journal of Military Assistance	a quarterly publication which includes statistical and control-type data, summaries of status, and progress of principle programs and objectives	at SAF	disposition pending. AUTH: Unscheduled
<b>3</b>		(RESERVED)		(RESERVED)
<b>4</b>		supporting records, including miscellaneous statistical data, political messages and reports, coordination and/or comments from OSD, Army, and Navy covering tri-service programs, and related correspondence		disposition pending. AUTH: Unscheduled
<b>5</b>		records of AF sections of MAAGs and missions		program directives, materiel guidance records, etc., and requisition case files

TABLE 16-1				
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>
6		copies of records used for requisitioning and delivery of materiel and services; also similar-type supply transactions processed according to MILSTRIP, MILSTAMP, and UMMIPS procedures		destroy when no longer needed. AUTH: N1-AFU-90-3
7	foreign military sales (FMS), grant aid, military assistance programs, and other security assistance programs	case files which contain all records required to monitor and process the sale and delivery of materiel and services to eligible foreign countries from receipt of the USAF implementing directive to final accounting and closing of the case, including copy of the USAF directive, letter of request, letter of offer and acceptance, supply transactions, program changes, procurement data, requisition data, delivery listings, shipping information, closing action and related correspondence	at SAF, HQ AFMC, HQ AETC, ALC, product centers, and monitoring activities	disposition pending. AUTH: Unscheduled
8		reports, such as FMS deliveries and/or services performed, which contain all actual materiel, training, and services provided to eligible foreign countries	at performing organizations	destroy when no longer needed, provided information thereon has been made part of a case file. AUTH: N1-AFU-90-3
9		delivery lists	at HQ DFAS-DE activities	see table 177-3. AUTH: N1-AFU-90-3
10		reports, such as FMS forecast of deliveries report, part I-status of FMS (open cases only) quarterly report; part II-status of FMS (closed cases only) annual report	at DFAS-DE	destroy 10 years after period of report. AUTH: N1-AFU-90-3
11			at other than DFAS-DE	destroy when superseded by an updated report, or when no longer needed. AUTH: N1-AFU-90-3
12		data processing records, such as suspense listings, checklists, proof lists, monitor lists, error lists, and similar data		destroy 60 days after item action or terminal reports have been prepared. AUTH: N1-AFU-90-3
13	grant aid automated program control data	transaction source data in card format, such as DMA5, P&R, commitments, corrections, MASL, delivery, supplemental program directives, requisition status, routing identifier,		destroy 7 calendar days after cards have been converted to the source data input tape. AUTH: N1-AFU-90-3

TABLE 16-1				
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>
		GL 188, as requested data and forecast data		
14		daily source data input tape for run BFOO		hold 10 calendar days; destroy after data has been input to the basic system. AUTH: N1-AFU-90-3
15		daily source data input tape for run BDOO		hold 30 calendar days; destroy after data has been input into the basic system. AUTH: N1-AFU-90-3
16		detail delivery data		hold on tape for 1 FY after retirement of the program line; produce and furnish a hard copy to the appropriate finance and accounting activity for later retirement to WNRC. AUTH: N1-AFU-90-3
17		requisitions and status data for Security Assistance Program line		delete from the permanent history tape at the time the Security Assistance Program lines are retired. AUTH: N1-AFU-90-3
18	grant aid reporting	monthly detail supply performance reports, and monthly MSAF detailed supply performance report	at MAJCOMs and above	disposition pending. AUTH: Unscheduled
19			below MAJCOMs	destroy after 1 year. AUTH: N1-AFU-90-3
20		quarterly summary of Security Assistance Program performance and forecast		destroy after 3 years (EXCEPTION: when inactive, retire the 30 June report to WNRC as permanent). AUTH: N1-AFU-90-3
21		military assistance article and service list used to provide price, source availability, and lead-time data for use by the unified commands and military departments		destroy when superseded by an updated report. AUTH: N1-AFU-90-3
22	grant aid country files	requisition data, delivery data, forecast information, item listings, program directive, supplemental directives, program status, and related correspondence	at performing activities	destroy 5 years after completion of supply action. AUTH: N1-AFU-90-3
23		copies of listings, suspense data, transcript sheets, and similar-type data	at coordinating, operational, and supporting activities	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” and “b” do not apply to rules 2, 5, and 20 and that rules “a”, “b”, and “c” do not apply to rule 18.

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

<b>TABLE 16-2</b>				
<b>FOREIGN DISCLOSURE</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>	foreign disclosure records	all records pertaining to release of classified military information or classified export controlled technical information to foreign governments and international organizations	at all levels of USAF	destroy when no longer needed. AUTH: N1-AFU-90-3
<b>2</b>	munitions control case files	completed control case files pertaining to the issuing of munitions export licenses for the sale of items on the US Munitions List to foreign free world and other than free world governments, containing requests for sales, munitions export licenses, concurrence or nonconcurrence, justification for actions, and related papers	at SAF	destroy after 10 years. AUTH: N1-AFU-90-3
<b>3</b>	strategic trade control case files	completed control case files pertaining to the exportation of materials and equipment to free world and other than free world governments, containing requests for control/decontrol, concurrence or nonconcurrence, justification for actions, and related papers		

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.

38. **Manpower and Organization.** These tables cover records relating to management engineering, productivity, manpower authorizations , peacetime programs, and committee and board proceedings.

TABLE 38-1						
MANAGEMENT ENGINEERING RECORDS						
	A	B	C	D		
REULE	If the records are or pertain to	consisting of	which are	then		
1	productivity enhancement studies (includes management advisory studies) (See Note 1)	associated feasibility studies, study proposals, requests, and memoranda with related records	approved proposals/requests, held at AFMEA, MAJCOMs or Command Management Engineering Team (CMET)	destroy 3 years after implementation action is taken on the final study report. AUTH: N1-AFU-90-3		
1.01			approved proposals/requests later rejected, held at AFMEA, MAJCOMs or CMET	destroy 2 years after rejection of report. AUTH: N1-AFU-90-3		
2			disapproved proposals/requests held at AFMEA, MAJCOMs or CMET	destroy 1 year after disapproval action. AUTH: N1-AFU-90-3		
3			study plans and reports with related records for submission of management advisory study reports	approved for implementation, held at AFMEA, MAJCOMs or CMET	destroy 3 years after implementation of the study recommendations. AUTH: N1-AFU-90-3	
4				rejected by the approving authority, held at AFMEA, MAJCOMs or CMET	destroy 2 years after study rejection. AUTH: N1-AFU-90-3	
5			(RESERVED)		(RESERVED)	
6						
7			study indexes	at AFMEA and MAJCOMs	destroy when superseded. AUTH: N1-AFU-90-3	
8 thru 12			(RESERVED)		(RESERVED)	
13			manpower standards studies (See Note 1)	associated feasibility studies, memoranda, and measurement plan (MEAS-PLAN) with related records	for AF standards at Functional Management Engineering Team (FMET) or designated lead team	destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply. AUTH: N1-AFU-90-3
14					(RESERVED)	(RESERVED)

TABLE 38-1					
Continued.					
	A	B	C	D	
RE U L E	If the records are or pertain to	consisting of	which are	then	
15			for command standards at command lead teams	destroy 1 year after verification that standards are superseded, obsolete, or upon inactivation of activity to which standards apply. AUTH: N1-AFU-90-3	
16			for AF standards at MAJCOMs, FOAs, and input teams	destroy after publication of the manpower standard. AUTH: N1-AFU-90-3	
17			for command standards at MAJCOMs, FOAs, and input teams		
18			measurement report (MEAS-REP) and other manpower standards source data as requested by MEAS-PLAN, but not necessarily included in the standards FIN-REP, including standard data input computation, measured manhour records, workload factor records, work unit production records, QPR concurrences and comments	for AF standards at FMET or designated lead team	destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply, whichever is sooner. AUTH: N1-AFU-90-3
19			(RESERVED)	(RESERVED)	
20			for command standards at command lead team	destroy 1 year after verification that standards are superseded, obsolete, or upon inactivation of activity to which standards apply, whichever is sooner. AUTH: N1-AFU-90-3	
21			for AF and command standards at MAJCOMs or participating input teams		
22			final report (FIN-REP) and proposals with related records, including supporting computations, computerized output products, program management data, and impact applications reports	for AF standards at FMET or designated lead team	
23			(RESERVED)	(RESERVED)	

<b>TABLE 38-1</b>				
<b>Continued.</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>24</b>			for command standards developed by a command lead team	destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply, whichever is sooner. AUTH: N1-AFU-90-3
<b>25</b>		computerized output products pertaining to the unadjusted input data (raw data) such as operational audit detail, summary lists, data analyses, and regression analysis products	for AF standards at FMET or designated lead team	destroy 1 year after implementation of standard or after the input data serves no useful purpose in any specific data collection or analysis project, whichever is longer. AUTH: N1-AFU-90-3
<b>26</b>			(RESERVED)	(RESERVED)
<b>27</b>			for command standards developed by command lead team	destroy 1 year after implementation of standards or after the input data serves no useful purpose in any specific data collection or analysis project, whichever is longer. AUTH: N1-AFU-90-3
<b>27.01</b>		computer entries of rules 22, 24, 25 and 27 computerized output products	at AF Design and Service Center and MAJCOMs/bases data automation offices	destroy (cancel) in accordance with rules 22, 24, 25 and 27. AUTH: N1-AFU-90-3
<b>28</b>		standards maintenance records including review process, partial remeasurement, data analyses, revised equations and manpower tables, as appropriate, for AF and command standards		destroy on the same basis as the original FIN-REP to which they pertain. AUTH: N1-AFU-90-3
<b>29</b>		documented manpower guides defining manpower allowances with supporting records	at the preparing activity	destroy 1 year after guide is superseded or obsolete. AUTH: N1-AFU-90-3
<b>30</b>			at the using activity	destroy when superseded or obsolete. AUTH: N1-AFU-90-3
<b>31</b>		disapproved manpower standard studies coordinated through the FMET or AFMEA study staffing process		destroy 2 years after disapproval as a standard or, if it is

TABLE 38-1				
Continued.				
	A	B	C	D
<b>R U L E</b>	If the records are or pertain to	consisting of	which are	then
				determined that the proposal can be used as a manpower guide, then rules 29 and 30 apply. AUTH: N1-AFU-90-3
32		existing reports and supporting records for standard studies that have been cancelled during development for AF or command standards		destroy 2 years after cancellation. AUTH: N1-AFU-90-3
33	Air Force Manpower Standards (AFMS)	record set of each publication, which includes a printed copy of each issuance; edited manuscript; record showing signature of approving authority; record showing latest review by approving authority and related background, such as records relating to developing, coordinating, and issuing each publication	at issuing activity	retire as permanent (See Note 2). AUTH: NC1-AFU-78-52 & NC1-AFU-84-13
34			at preparing activities	destroy 1 year after AFMS is superseded, obsolete or rescinded (See Note 1). AUTH: N1-AFU-90-3
35	management engineering program status and schedule report (RCS: HAF-PRM(Q)(7121) (See Note 1)	AF Form 29, Management Engineering Program Quarterly Status Report; and AF Form 501, Management Engineering Program Study Schedule	at MAJCOMs and FOAs	destroy 3 years after date of report. AUTH: N1-AFU-90-3
36			at AFMEA	destroy when no longer needed. AUTH: N1-AFU-90-3
37	Air Force MEP master schedule (See Note 1)	schedule with related records	at MAJCOMs and FOAs	destroy 1 year after supersession or when no longer needed. AUTH: N1-AFU-90-3
38			at AFMEA or using activity	destroy when superseded. AUTH: N1-AFU-90-3

**NOTE(S):**

1. These records are not authorized for retirement to federal records centers.
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” and “b” do not apply to rule 33.

	<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 38-2**  
**PRODUCTIVITY MEASUREMENT, EVALUATION, AND ENHANCEMENT**

	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 thru 6	(RESERVED)			(RESERVED)
7	productivity enhancing capital investments	individual requests, summary records, status reports, and general correspondence for Fast Payback Capital Investment (FASCAP), Component Sponsored Investment Program (CSIP), and OSD Productivity Investment Fund (PIF) projects	approved requests at MAJCOMs/FOAs	destroy 2 years after close of FY in which approved project was amortized. AUTH: N1-AFU-90-3
8			approved requests at HQ USAF and HQ AFMEA	destroy 3 years after close of FY in which approved project was amortized. AUTH: N1-AFU-90-3
9			approved requests below MAJCOMs/FOAs	destroy 1 year after close of FY in which approved project was amortized. AUTH: N1-AFU-90-3
10			disapproved requests	destroy 1 year after close of FY in which request was disapproved. AUTH: N1-AFU-90-3
11	productivity enhancement	projects, studies, research materials, reports and other data pertaining to enhancement of labor productivity and quality of working life		destroy when no longer needed. AUTH: N1-AFU-90-3

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

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

**TABLE 38-3**

**MANPOWER AND ORGANIZATION**

	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	manpower authorization	computer magnetic master tapes containing detailed unit and position manpower authorization data for all fiscal periods in the current manpower program	as of the last day of each calendar month, at HQ USAF	destroy after 1 year. AUTH: N1-AFU-90-3
2			as of the last day of each calendar month, at MAJCOMs	destroy after 6 months. AUTH: N1-AFU-90-3

**TABLE 38-3**

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>	
3			as of the last day of each fiscal quarter, at HQ USAF	destroy after 5 years. AUTH: N1-AFU-90-3	
4			as of the last day of each fiscal quarter, at MAJCOMs	destroy after 2 years. AUTH: N1-AFU-90-3	
5			as of the last day of each FY, at HQ USAF	retire as permanent (See Note 3). AUTH: NC1-AFU-80-8	
6			as of the last day of each FY, at MAJCOMs	destroy after 5 years. AUTH: N1-AFU-90-3	
7			computer magnetic tapes or card decks containing data extracted from the manpower authorization file		destroy when superseded or no longer needed. AUTH: N1-AFU-90-3
7.01			computer magnetic tapes or card decks containing manpower authorization data that are used as interface between data systems		
8	(RESERVED)		(RESERVED)		
9					
10					
11		machine listing of data derived from the manpower authorization file		destroy when superseded or no longer needed. AUTH: N1-AFU-90-3	
12		machine listings such as tables, registers and indexes which reflect the posture of manpower subsystem files at the completion of an update cycle		destroy after 1 month or when no longer needed. AUTH: N1-AFU-90-3	
13		machine listings such as error lists and change lists which provide selective information during an update cycle		destroy on completion of the update cycle or when no longer needed. AUTH: N1-AFU-90-3	
14		machine listings containing selected data obtained through inquiry against the various manpower files		destroy when no longer needed. AUTH: N1-AFU-90-3	
14.01	(RESERVED)			(RESERVED)	
14.02	resource control	computer magnetic tapes reflecting the status of manpower allocations for all fiscal periods in the current manpower program	as of the last day of each calendar month at MAJCOMs	destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3	
15	manpower change requests	correspondence, forms or machine listings which identify the changes requested and contain justification, coordination and approval/disapproval	approved requests at HQ USAF	destroy 5 years after approval. AUTH: N1-AFU-90-3	

**TABLE 38-3**

Continued.

	A	B	C	D
<b>R U L E</b>	If the records are or pertain to	consisting of	which are	then
		statements		
16			disapproved requests at HQ USAF	destroy 3 years after disapproval. AUTH: N1-AFU-90-3
17			approved/disapproved requests at MAJCOMs	destroy 2 years after implementation or disapproval. AUTH: N1-AFU-90-3
18			approved/disapproved requests below MAJCOMs	destroy 1 year after implementation or disapproval. AUTH: N1-AFU-90-3
18.01			information copies maintained for monitoring purposes	destroy after 1 year or when no longer needed. AUTH: N1-AFU-90-3
19		forms which are used solely as keypunch creation sheets		destroy after completion of update cycle or when no longer needed. AUTH: N1-AFU-90-3
20	deferred manpower requirements	listings/correspondence reflecting manpower requirements which have been validated but not allocated because of nonavailability of resources		destroy when superseded or no longer needed. AUTH: N1-AFU-90-3
21	USAF organization	USAF Command Organization Chart Book	at HQ USAF	retire as permanent (See Note 1). AUTH: NC1-AFU-80-8
22		DAF directives such as DAF/PRM letters directing organizational actions	at issuing activities	
23	USAF manpower programming	manpower programming data in support of USAF force structure, including program change requests, force and financial plan, 5-year defense plan	at HQ USAF	
24	commercial activity (CA) inventory reporting data system	magnetic tapes containing CA annual inventory reporting data for in-house activities and contract services	at HQ USAF and AFMEA	destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
25			at MAJCOMs/FOAs/DR Us	destroy after 2 years. AUTH: N1-AFU-90-3
25.01		punch cards used for developing magnetic tape containing CA annual inventory report data	at MAJCOMs/FOAs/DR Us and bases	destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
26	manpower standards application and reapplication	annotated machine listings, standards application work sheets, coordination records, workload collection worksheets, and workload verification	at MAJCOMs/FOAs and management engineering teams (METs)	destroy after 1 year, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

TABLE 38-3				
Continued.				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
		records/correspondence		
27	commercial activities cost comparison studies	performance work statement of unit or function considered for contracting out, deduct analysis, cost study, and supporting records	at MAJCOMs and MET performing cost study	destroy 5 years after study, upon completion of next study, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
28	(RESERVED)			(RESERVED)
29	commercial activity program records	machine listings of data derived from the CA inventory reporting data system	at HQ USAF and AFMEA	destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
30			at MAJCOMs/FOAs/DR Us and bases	destroy after 5 years. AUTH: N1-AFU-90-3
30.01		background records for CA inventory report data entered on punch card transcripts and/or work sheets, including general CA inventory report correspondence		destroy after 2 years AUTH: N1-AFU-90-3
30.02		CA reviews, new start or expansion requests, cost comparison studies and general CA program correspondence	at HQ USAF and AFMEA	destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3
30.03			at MAJCOMs/FOAs/DR Us and bases	destroy when superseded. AUTH: N1-AFU-90-3
31	USAF organization tables (OTs)	tables of manpower requirements for AF Reserve and Air National Guard units, reflecting data in terms of functions, grades, AFSCs and numbers required to support various levels of workload and/or authorized equipment	at HQ USAF	retire as permanent (See Note 2). AUTH: NC1-AFU-80-8
32			below HQ USAF	destroy when superseded. AUTH: N1-AFU-90-3
33	civilian position essentiality statements	statements prepared annually for all civilian positions and individually for vacated positions before they may be filled	at HQ USAF	destroy after 3 years. AUTH: N1-AFU-90-3
34			below HQ USAF	destroy after 1 year. AUTH: N1-AFU-90-3

**NOTE(S):**

1. Transfer to the National Archives in 5-year blocks when latest document is 25 years old.
2. Transfer to the National Archives when 25 years old. USAF Organizational Tables are no longer created. Less than one cubic foot is stored in the WNRC.
3. Transfer to the National Archives as soon as possible after creation.

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 5, 21, 22, 23, and 31.

<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.

TABLE 38-4

PEACETIME PROGRAM 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>	USAF "P" series records	records with the short title of PA, PD, PT, PM, PS, PG, PC, PO; PFT, PTT, AMMP, ECMP&R and STEP	at HQ USAF	retire as permanent (See Note). AUTH: N11-AFU-86-66	
<b>2</b>			at MAJCOMs	destroy when superseded or obsolete. AUTH: N1-AFU-90-3	
<b>3</b>			(RESERVED)	(RESERVED)	
<b>4</b>			background, source and feeder material	at HQ USAF	destroy when related record is superseded or no longer needed. AUTH: N1-AFU-90-3
<b>5</b>				retained copies of MAJCOM submissions including forms pertaining to the recommended flying-hour program	destroy after 2 years or when obsolete, whichever is later. AUTH: N1-AFU-90-3
<b>6</b>	command program records	records equivalent to the USAF "P" series (EXCEPTION: see rules 11.2, 16 and 17)	at MAJCOMs	destroy 2 years after close of the earliest FY included in the document or when superseded or obsolete, whichever is later. AUTH: N1-AFU-86-66	
<b>7</b>			at major subordinate commands and below	destroy when superseded or obsolete. AUTH: N1-AFU-90-3	
<b>8</b>			background, source and feeder materials (EXCEPTION: see rules 11.2, 16 and 17)	at MAJCOMs	destroy 2 years after close of the earliest FY included in the document or when superseded or obsolete, whichever is later. AUTH: N1-AFU-86-66
<b>9</b>				retained copies of command staff element activity submissions with related correspondence	destroy when related plans are superseded or obsolete. AUTH: N1-AFU-90-3
<b>10</b>			retained copies of major subordinate command submissions including forms pertaining to the recommended flying-hour program	destroy 2 years after close of the FY to which they relate. AUTH: N1-AFU-90-3	

TABLE 38-4				
Continued.				
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>11</b>			retained copies of submissions made to major subordinate commands	destroy on receipt and review of the related command program record for accuracy. AUTH: N1-AFU-90-3
<b>11.01</b>	(RESERVED)			(RESERVED)
<b>11.02</b>	command control and communications program (C3P)	background, source and feeder material	at MAJCOMs	destroy after 5 years, or when no longer needed for ongoing decision processes, whichever is later. AUTH: N1-AFU-90-3
<b>12</b>	program action directives, programming plans, and planning documents	plans, programs, directives, orders written for peacetime implementation, background, source, supplements and related data		destroy 2 years after the date all actions were completed. AUTH: N1-AFU-86-66
<b>12.01</b>	(RESERVED)			(RESERVED)
<b>13</b>	USAF organizational records	DAF directives which direct organizational actions, HQ USAF/PRP DAF movement directives for the movement of AF units, including DAF movement directives issued by overseas commands that effect payment for travel and relocation of people and units, and background to records described in rule 15	at issuing activities	retire as permanent (See Note). AUTH: NC1-AFU-80-8
<b>14</b>			at other than issuing activities	destroy 1 year after action is completed (EXCEPTION: when used as background to record sets of orders, see table 37-13). AUTH: N1-AFU-90-3
<b>15</b>		requests for action and justification thereof, studies, movement directives, requests for orders, and other related records		
<b>16</b>	resource category programs	program records, such as Consolidated Cryptologic Program (CCP), Tactical logic Program (TCP), General Defense Intelligence Program (GDIP), Electronic Combat (EC), COMSEC Equipment Program (CEP) and related records Cryptologic Program (TCP), General Defense Intelligence Program (GDIP), Electronic Combat (EC),	at HQ AFIC	destroy after 8 years. AUTH: N1-AFU-86-66

**TABLE 38-4**  
Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
		COMSEC Equipment Program (CEP), and related records		
17			at other MAJCOMs and below	destroy after 3 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-86-66
18	force and financial program (F&FP)	record sets of program documents as input to the DOD Planning, Programming, and Budget System (PPBS) and Five Year Defense Program (FYDP), including Program Objective Memorandum (POM), Joint Program Assessment Memorandum (JPAM), Budget Estimate Submission (BES), other program records prescribed by AFI 16-501 and DODI 7045.7, and essential background data	at HQ USAF Office of Primary Responsibility (OPR) for each document	retire as permanent (See Note). AUTH: N1-AFU-86-66
19			at other HQ USAF staff offices	destroy after 8 years. AUTH: N1-AFU-86-66
20			at MAJCOMs, FOAs and DRUs	
21			at subordinate commands below MAJCOM level	destroy when superseded or no longer needed. AUTH: N1-AFU-86-66

**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, 13, and 18.

	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 38-5**

**COMMITTEE AND BOARD 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>	AF committees (See Note 1)	case files of each approved AF committee, including but not limited to directive or charter establishing the committee; resume of major points of interest concerning committee hearings and its general operations; terminating directive and final committee report and findings; including minutes of meetings and other papers relating to the establishment, revision or termination of individual studies or projects	recorders' records	retire as permanent (See Note 2). AUTH: NC1-AFU-80-8

**TABLE 38-5**  
Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>2</b>			members' records, not made a part of another records series or not covered elsewhere in other tables	destroy when no longer needed. AUTH: N1-AFU-90-3
<b>3</b>	advisory committees (See Note 1)	case files of each approved advisory committee, including but not limited to Secretarial approval, charter, listing of members and all changes, waivers in committee rules, agenda, verbatim transcripts or notes of meetings, studies, analyses, reports or other data, compilations or working papers made available to or prepared by or for any such advisory committee, and any other data required by AFR 11-36	recorders' records	retire as permanent (See Note 2). AUTH: NC1-AFU-80-8
<b>4</b>			members' records not made a part of another records series or not covered elsewhere in other tables	destroy when no longer needed. AUTH: N1-AFU-90-3
<b>5</b>	sound recordings	sound recordings of minutes of meetings of boards/committees	transcribed to paper records	destroy when transcribed (degauss and reuse magnetic tapes). AUTH: N1-AFU-90-3
<b>6</b>			not transcribed to paper records	see rules 1 thru 4, as applicable. AUTH: N1-AFU-90-3
<b>7</b>	administrative support records	records that facilitate and support the responsibilities of the chairman/recorder and staff activities designated as representatives on or for boards/ committees, including copies of minutes, mailing lists, agendas, reports, correspondence, and other related papers reflecting the position taken on policy development or other board/committee deliberations	chairman/recorder/members and responsible staff activity records not covered elsewhere in other tables	destroy when no longer needed. AUTH: N1-AFU-90-3
<b>8</b>	committee management officers' control files	monitoring and control case files which consist of records relating to the approval, establishment, review, and termination of individual boards/committees	for AF committees	destroy 2 years after termination of the committee. AUTH: GRS16,ITEM8A
<b>9</b>			for advisory committees	destroy when obsolete, no longer needed or on inactivation of

**TABLE 38-5**  
Continued.

	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>
				committee. AUTH: N1-AFU-90-3
10	reports of existing committees	annual reports of AF and advisory committees in existence, submitted according to AFR 11-36	accumulated by HQ USAF Committee Management Officer	retire as permanent one copy of each inventory (See Note 2). AUTH: NCI-AFU-80-8
11			accumulated below HQ USAF level	destroy after 2 years. AUTH: N1-AFU-90-3
12			supporting feeder reports	destroy when no longer needed. AUTH: N1-AFU-90-3

**NOTE(S):**

1. Committees and advisory committees are defined and explained in AFR 11-36.
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" and "b" do not apply to rules 1, 3, 6, and 10.

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

**TABLE 38-6**  
**USAFA RESEARCH AND EVALUATION**

	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	Institutional Research Project Findings and Summaries	results of studies on class characteristics, selection and admissions, attrition, academics, athletics, leadership and military performance, awards, graduates, prep school, personal data record, candidate activity record, and other related information	at Directorate of Institutional Research	retire as permanent (notes 1 and 3). AUTH: NC1-461-85-1
1.01	(RESERVED)			(RESERVED)
2	Cadet Listings	computerized listings of candidate, cadet, prep school, and graduate information including class rosters, recruited athletes, minorities, prep school students, GRE scores, grades, orders of merit, summary of majors earned, honors lists, USAFA candidate evaluation, admission panel review sheet, candidate writing sample, and other related information	at Directorate of Institutional Research, Graduate Research, and Office of the Registrar	destroy when no longer needed. AUTH: NC1-461-82-14
3	(RESERVED)			(RESERVED)
4	Education Research Data Base	selected computerized information from the Cadet Management Information System such as grades, physical and class characteristics, honor lists, awards, and similar data having research value	at Directorate of Institutional Research, and Graduate Research	retire as permanent (Note 2). AUTH: NC1-461-85-1

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 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>
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.

51. Law. These tables cover records pertaining to decisions, opinions and policies concerning the substantive and procedural laws and directives applicable to civil law and military affairs; legal requirements, policies and procedures involved in administering AF procurement and contracts; legal assistance for military personnel and their family members, policies and procedures relative to patents, taxation, legislation and litigation involving the AF.

**TABLE 51-1**

**LEGAL ADMINISTRATION**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	personnel data on judge advocates	educational background and bar qualification data on professional officer-lawyers serving as judge-advocates	at HQ USAF	destroy 3 years after individual has separated or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>1.01</b>			at other than HQ USAF	destroy after individual has separated or departed PCS. AUTH: N1-AFU-90-3

<b>TABLE 51-1</b>				
<b>Continued.</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>2</b>	legal opinions	opinions establishing precedent	at originating offices (record copies)	retire as permanent after reference requirements have been satisfied (See Note 3). AUTH: NCI-AFU-77- 18
<b>3</b>		information copies		destroy when no longer needed. AUTH: N1- AFU-90-3
<b>4</b>		opinions based on precedent opinions		destroy when no longer needed. AUTH: N1- AFU-90-3
<b>5 thru 8</b>	(RESERVED)			(RESERVED)
<b>9</b>	digest cards	summary or digest of information contained in legal opinions and review board decisions not used for dual purpose of locator and/or cross- reference for permanent records		destroy when records they cover are superseded, obsolete or destroyed. AUTH: N1- AFU-90-3
<b>10</b>	legal assistance administration	instruction and direction letters, reference files, and other records relating to administration of the legal assistance program		destroy when no longer needed. AUTH: N1- AFU-90-3
<b>10.01</b>	annual reports of legal assistance	statistical information regarding the legal assistance program	at HQ USAF	retire as permanent (See Note 5.) AUTH: NCI-AFU-79-21
<b>10.02</b>			at other than HQ USAF	destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
<b>11</b>	legal assistance cases	case files, including legal and other records pertaining to individuals consulting legal assistance officers, personal papers for individuals who cannot be located		destroy when case is closed (See Note 1). AUTH: N1-AFU-90-3
<b>12</b>	witness files	letters of authorization for personnel to appear as witnesses in civil suits and correspondence which do not become part of a case file		destroy after 3 years. AUTH: N1-AFU-90-3
<b>13</b>	release of information	records accumulated in requesting and obtaining release of AF information for use in civil courts or tribunals		destroy after 5 years. AUTH: N1-AFU-90-3
<b>14</b>	tax and litigation	records accumulated incident to litigation arising out of tax disputes; legal actions involving the AF, its personnel, or contractors; and administrative proceedings,		disposition pending. AUTH: Unscheduled

**TABLE 51-1**  
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>
		investigative reports, and legal processing affecting accomplishment of the AF mission		
15			at AFLSA/JACL and HQ USAF/JAI	disposition pending. AUTH: Unscheduled
16			at other than AFLSA/JACL and HQ USAF/JAI	destroy 2 years after end of year in which case was closed. AUTH: N1-AFU-90-3
17		reports of legal process submitted under AFI 51-301 (except hospital recover claims; see table 51-4, rule 15)	at AFLSA/JACL and HQ USAF/JAI	disposition pending. AUTH: Unscheduled
18			at other than AFLSA/JACL and HQ USAF/JAI	destroy 2 years after end of year in which case was closed. AUTH: N1-AFU-90-3
19	legislative records	drafts of proposed legislation, legislation already introduced in Congress, and Executive Orders, with supporting memoranda and comments reflecting the AF position on legal sufficiency and effect, and card indexes thereto	at SAF/LL	destroy after 20 years. AUTH: N1-AFU-90-3
20			at other than SAF/LL	destroy when no longer needed. AUTH: N1-AFU-90-3
21	trials of US personnel in foreign countries	reports on exercise of criminal jurisdiction by foreign tribunals over US personnel, all inclosures and accompanying records, reports of personnel confined in foreign penal institutions, and other comparable reports and supporting documents submitted to HQ USAF and DOD concerning the exercise of foreign criminal jurisdiction over AF military personnel; civilian personnel serving with, employed by, or accompanying the AF who are US nationals; and dependents of all such military and civilian personnel, that have precedential value or where there has been Congressional, press or public concern - particularly where questionable whether basic rights of accused were violated by foreign court (See Note 6).	at HQ USAF/JAI	retire as permanent (See Note 3). AUTH: N1-AFU-90-45
21.01		records contained in rule 21 but not		destroy after 30 years.

**TABLE 51-1**

Continued.

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
		having precedential value, generating public, press or congressional concern, etc. (See Note 6)		AUTH: N1-AFU-90-45
21.02		minor offenses such as traffic, simple assault, spitting on the sidewalk, etc. (See Note 6).		destroy after 20 years. AUTH: N1-AFU-90-45
22		records in Rule 21, 21.1 and 21.2	at other than HQ USAF/JAI	destroy 2 years after case is closed or 6 months after defendant's departure or when no longer needed, whichever is later. AUTH: N1- AFU-90-45
23	German civil processes	correspondence which forwards to AF personnel civil processes served by German courts, and reports the action taken thereon	at HQ USAFE	destroy 2 years after close of calendar year in which last record is filed. AUTH: N1- AFU-90-3
24			at other than HQ USAFE	destroy 1 year after transfer or separation of individual. AUTH: N1-AFU-90-3
25	politico-military matters	records concerning politico-military matters, such as negotiation and drafting of treaties and other agreements involving military considerations, military rights in foreign countries, and military planning and policy aspects of national and international civil aviation	at HQ USAF or MAJCOMs when acting as designated representative for DOD	retire as permanent (See Note 3). AUTH: NC1-AFU-80-8
26			at other than HQ USAF	destroy when no longer needed. AUTH: N1- AFU-90-3
27		reports on violations of the law of armed conflict	at HQ USAF	retire as permanent (See Note 4). AUTH: NC1-AFU-76-42
28			at other than HQ USAF	destroy when no longer needed. AUTH: N1- AFU-90-3
29	Article 138 (UCMJ) complaints	complaints, reports of inquiry, and actions of the GCM authority	at AFLSA/JAJM	destroy 2 years after review. AUTH: N1- AFU-90-3
30			at other than HQ USAF/JA	destroy 1 year after action of GCM authority. AUTH: N1- AFU-90-3

TABLE 51-1

Continued.

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>31</b>	public dockets for CAB international cases	correspondence between DOD elements and public and private parties in CAB international cases	at HQ AMC/JAO	destroy 10 years after close of related CAB cases. AUTH: N1-AFU-90-3
<b>32</b>	preventive law administration	directives and other documents relating to general administration or policy for administering the preventive law program		destroy when no longer needed. AUTH: N1-AFU-90-3
<b>33</b>	preventive law information	printed material intended for distribution		destroy when no longer needed (See Note 2). AUTH: N1-AFU-90-3
<b>34</b>	investigative reports and case files of US personnel prepared by foreign authorities	investigative reports and case files, records of administrative proceedings, legal processing, and other comparable correspondence prepared by foreign authorities in the investigation of incidents and crimes involving US military personnel, civilian personnel serving with, employed by, or accompanying the US forces who are US nationals, and dependents of all such military and civilian personnel, in which jurisdiction over the incident or offense is waived to US authorities or the primary right to jurisdiction rests with US authorities		destroy 2 years after case is closed or 6 months after offender's departure or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
<b>35</b>	U.S. Federal Magistrate Court	completed criminal case files	at base legal offices	destroy 3 years after case is closed. AUTH: N1-AFU-90-3

**NOTE(S):**

1. Return personal papers to individual when the case is closed or send by registered mail to his last known address; if returned, destroy. Deliver other documents to the individual or destroy when case is closed. Treat such files as "confidential and privileged."
2. A copy of each printed item will be maintained in filing cabinets; other copies will be stored elsewhere.
3. Transfer to the National Archives in 5-year blocks when latest document is 25 years old.
4. Transfer to the National Archives when 30 years old.
5. Transfer to the National Archives when 25 years old.
6. Applies to records created after January 1990.

These three rules (involving temporary electronic records) apply to all rules in the preceding table, with the exception that rules "a" and "b" do not apply to rules 2, 10.01, 21, 25, and 27 and that rules "a", "b", and "c" do not apply to rules 14, 15 and 17.

	<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 51-2				
PATENTS, COPYRIGHTS, AND TRADEMARK 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>	patents, copyrights, and trademarks (general records)	decisions, opinions, determinations, and recommendations	at AFLSA/JACP	destroy after 25 years. AUTH: N1-AFU-90-3
<b>2</b>			at other than AFLSA/JACP	destroy when no longer needed. AUTH: N1-AFU-90-3
<b>3</b>	invention disclosures	records relating to inventions on which patent applications are not prepared, resulting from disclosure of inventions by military personnel, civilians, and from research and Government work performed under AF contract	at HQ USAF/JACP	retire after 5 years, and destroy 15 years thereafter. AUTH: N1-AFU-90-3
<b>4</b>			at other than AFLSA/JACP	destroy after 7 years. AUTH: N1-AFU-90-3
<b>5</b>	patent applications	records relating to inventions on which patent applications have been filed in US Patent Office	at AFLSA/JACP	retire after 3 years, and destroy 17 years thereafter. AUTH: N1-AFU-90-3
<b>6</b>			at other than AFLSA/JACP	destroy 3 years after application has been abandoned or issued into a patent. AUTH: N1-AFU-90-3
<b>7</b>	security records on patent applications	evaluations, correspondence, copies of applications and tenders to the government for use of invention, resulting from review of patent applications to ascertain whether or not they should be placed under Secrecy Order in the US Patent Office or rescinded Secrecy Orders		retire after 3 years, and destroy 9 years thereafter. AUTH: N1-AFU-90-3
<b>8</b>	licenses, releases, and assignments	signed agreements with owners of trademarks, copyrights, and patents by which government acquires right, license, or interest	at HQ USAF/JA relating to inventions and patents	destroy 20 years after date of issue. AUTH: N1-AFU-90-3
<b>9</b>			at HQ USAF/JA relating to trademarks and copyrights	destroy 30 years after date of issue. AUTH: N1-AFU-90-3
<b>10</b>			at other than HQ USAF/JA	destroy when no longer needed. AUTH: N1-AFU-90-3
<b>11</b>	patent infringement claims, preferred licenses, and royalty adjustments	correspondence, reports, patents, printed material, procurement schedules, and other pertinent papers	at AFLSA/JACP	destroy 12 years after final settlement or judicial determination. AUTH: N1-AFU-90-3

<b>TABLE 51-2</b>				
<b>Continued.</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
12			at other than HQ USAF/JA	destroy when no longer needed. AUTH: N1- AFU-90-3
13	foreign agreements	records of agreement with foreign countries regarding the interchange of patent rights and technical information for defense purposes	at HQ USAF/JA	retire after agreement expires and destroy 10 years thereafter. AUTH: N1-AFU-90-3
14	originally issued letters patent	formally executed records	at AFLSA/JACP	retire after 10 years, and destroy 7 years thereafter. 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 51-3

## MILITARY JUSTICE RECORDS

	A	B	C	D
<b>R U L E</b>	If the records are or pertain to	consisting of	which are	then
1	military justice administration	correspondence, memoranda, statistical reports and summaries, summaries of activity, narrative reports, instructions, briefs, and other records relating to military justice not covered under general correspondence and legal opinions		destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
2	all general court-martial records, and special court-martial records involving a bad conduct discharge	charge sheets and other records accompanying charges when referred for trial chronology and court-martial data sheets, record of trial proper, court-martial orders, decisions on review, and other related and allied papers	originals at AFLSA/JAJ (See Note 1)	disposition pending. AUTH: Unscheduled
3			duplicate and triplicate copies on cases where appeal to US Court of Military Appeals (USCMA) is not filed	destroy 30 days after completion of appellate review. AUTH: N1-AFU-90-3
4			duplicate and triplicate copies on cases where appeal to USCMA is filed	destroy after final action by USCMA. AUTH: N1-AFU-90-3
5			accused's copy	deliver to accused (See Note 2). AUTH: N1-AFU-90-3

**TABLE 51-3**  
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>
6			all copies other than rules 2, 3, 4 and 5	destroy 1 year after receipt of notice of completion of appellate review. AUTH: N1-AFU-90-3
7	special court-martial records not involving a bad conduct discharge		original (See Note 3)	destroy 15 years after final review. AUTH: N1-AFU-90-3
8			accused's copy	deliver to accused (See Note 2). AUTH: N1-AFU-90-3
9			all copies other than in 7 and 8	destroy one year after final review. AUTH: N1-AFU-90-3
10			summary court-martial records	originals in Master Personnel and triplicates in Field Record Group
11			duplicate copies	destroy after 2 years. AUTH: N1-AFU-90-3
12			accused's copy	deliver to accused (See Note 2). AUTH: N1-AFU-90-3
13			all copies other than rules 10, 11 and 12	destroy 1 year after final review. AUTH: N1-AFU-90-3
14	court-martial registers and/or card index	devices for control of cases which are to be tried or which have been tried by summary, special or general court-martial	at AFLSA/JAJM	retire as permanent (See Note 7). AUTH: NC1-AFU-77-20
15			at other than AFLSA/JAJM	destroy after 3 years. AUTH: N1-AFU-90-3
15.01	court-martial log (requirement eliminated 2 June 1975)	statistical data	at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction), and pertaining to cases upon which GCM action was completed prior to 1 July 1974)	retain in accumulating office 3 years, then forward to AFLSA/JAJM for consolidation and retirement as permanent (See Note 8). AUTH: NC1-AFU-77-20
15.02			at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction), and pertaining to cases	destroy. AUTH: N1-AFU-90-3

**TABLE 51-3**

Continued.

	A	B	C	D	
<b>R U L E</b>	If the records are or pertain to	consisting of	which are	then	
			upon which GCM action was completed after 30 June 1974		
16	court-martial jurisdiction	records accumulated incident to the granting and exercise of general, special and summary court-martial jurisdiction (See Note 4)		retire as permanent (See Notes 5 and 8). AUTH: NC1-AFU-77-20	
17		card records reflecting active and inactive general court-martial jurisdiction of various commands		destroy when no longer needed. AUTH: N1-AFU-90-3	
18	court-martial and Article 15 activities reports (requirement eliminated following report for 1st Qtr of CY 1975)	consolidated annual reports prepared by AFLSA/JAJM from quarterly reports received from major commands	at AFLSA/JAJM	retire as permanent (See Note 8). AUTH: NC1-AFU-77-20	
19			at other than AFLSA/JAJM	destroy after 3 years, or when no longer needed for reference, whichever is later. AUTH: N1-AFU-90-3	
20			individual and consolidated quarterly reports prepared by major command and subordinate court-martial jurisdictions	at AFLSA/JAJM	destroy after 5 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
21			at other than AFLSA/JAJM	destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3	
22	writ of habeas corpus	the complaint, the answer filed by the Government, copy of court decision, correspondence with US Attorney, and other related matters accumulated as the result of a complaint by the person released on a writ of habeas corpus	at AFLSA/JAJM, and the person has been court-martialed	they become part of the original record of trial. AUTH: N1-AFU-90-3	
23			at AFLSA/JAJM, and the person was not tried by court-martial	hold for 5 years after case is closed; retire to WNRC; destroy after 15 additional years. AUTH: N1-AFU-90-3	
24			at other than AFLSA/JAJM	destroy after 2 years. AUTH: N1-AFU-90-3	
25	records of punishment imposed under Article 15, UCMJ	forms, correspondence, and summarized records of oral punishment, including separate appeals and actions that suspend, mitigate, remit, or set aside punishment	originals at HQ USAF or AFMPC	destroy 30 years after final review. AUTH: N1-AFU-90-3	

**TABLE 51-3**  
Continued.

	A	B	C	D
<b>R U L E</b>	If the records are or pertain to	consisting of	which are	then
26			copies at MPFs	dispose of under AFI 36-2608 and table 36-16, as appropriate. AUTH: N1-AFU-90-3
27			copies at staff judge advocate offices	destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-95-1
28	written materials considered as a basis for imposing punishments under Article 15, UCMJ	investigative reports, statements, summaries of expected testimony, documentary evidence, etc.		destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-95-1
29	(RESERVED)			(RESERVED)
29.01	Article 15 Log (requirement eliminated 2 Jun 1975)	statistical data	at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction), and pertain to cases upon which GCM action was completed prior to 1 July 1974	retain in accumulating office 3 years then forward to AFLSA/JAJM for consolidation and retirement as permanent (See Note 8). AUTH: NC1-AFU-77-20
29.02			at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction), and pertain to cases upon which GCM action was completed after 30 June 1974	destroy. AUTH: N1-AFU-90-3
30	records of proceeding to vacate suspension of sentence of court-martial	proceedings to vacate suspension of sentence, comparable forms, correspondence, and other related papers	originals (See Note 6)	they become part of the original record of trial. AUTH: N1-AFU-90-3
31			all copies other than rule 30	destroy 1 year after action on proceedings. AUTH: N1-AFU-90-3
32	court-martial orders	orders promulgating the results of trial by general or special court-martial, supplemental orders and final decision based on action by higher authorities	copies furnished AFLSA/JAJ, and not included in the record of trial or in personnel files	destroy after 15 years. AUTH: N1-AFU-90-3
32.01			record copies maintained in annual blocks by issuing activity	retire as permanent (See Note 7). AUTH: NC1-AFU-77-20

**TABLE 51-3**

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>
33			all copies other than rules 32 and 32.1	destroy 1 year after date of order. AUTH: N1- AFU-90-3
34	court reporter's record	court reporter's recordings and notes from which verbatim or summarized records of trial or investigation have been prepared	for trials by special court-martial resulting in conviction and not involving a bad conduct discharge	destroy 6 months after date of trial. AUTH: N1-AFU-90-3
35			for trials by special court-martial resulting in conviction and involving approved bad conduct discharge and for Article 32 investigations and general court court- martial trials resulting in approved convictions	destroy 1 year after date of trial or 60 days after conclusion of appellate review, whichever is later. AUTH: N1- AFU-90-3
36			for Article 32 investigations not resulting in referral of charges to trial and trials resulting in acquittals or in which the sentence is disapproved and charges are dismissed	destroy after action of the authority accomplishing those results. AUTH: N1- AFU-90-3
37	petitions for new trial under Article 73, UCMJ	final action on petition	originals	they become part of the original records of trial. AUTH: N1-AFU-90-3
38			accused's copy	deliver to accused (See Note 2). AUTH: N1- AFU-90-3
39			all copies other than rules 37 and 38	destroy 2 years after final action on petition. AUTH: N1-AFU-90-3
40		petition, affidavits, briefs, correspondence and other related papers	originals	they become part of the original record of trial. AUTH: N1-AFU-90-3
41			all copies other than rule 40	destroy 2 years after final action on the petition. AUTH: N1- AFU-90-3
42	applications for relief under Article 69, UCMJ	final action on application	originals	they become part of the original record of trial. AUTH: N1-AFU-90-3
43			accused's copy	deliver to accused (See

**TABLE 51-3**

**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>
				Note 2). AUTH: N1-AFU-90-3
44		(RESERVED)		(RESERVED)
45			all copies other than rules 42 and 43	destroy after 2 years. AUTH: N1-AFU-90-3
46		application, documentary or other evidence submitted therewith, briefs, correspondence and other related papers	originals	retain in AFLSA/JAJM for 5 years, then retire to WNRC; destroy after 10 additional years. AUTH: N1-AFU-90-3
47			all copies other than in rule 46	destroy after 2 years. AUTH: N1-AFU-90-3
48	Automated Military Justice Analysis and Management System (AMJAMS) monthly/quarterly/annual output products/reports	statistical data relating to court-martial and Article 15s which are reports with "as of" dates for Jan thru Nov	at AFLSA/JAJM	retire as permanent (See Note 8). AUTH: N1-AFU-88-21P
49			at other than AFLSA/JAJM	destroy after one year or when no longer needed, whichever is later. AUTH: N1-AFU-88-21P
50		reports with "as of" dates for month of December	at AFLSA/JAJM	retire as permanent (See Note 8). AUTH: N1-AFU-88-21P
51			at other than AFLSA/JAJM	destroy paper reports after 3 years, 5 years for microfiche reports, or when no longer needed, whichever is later. AUTH: N1-AFU-88-21P
52	AMJAMS source/input forms and computerized records	data on Article 15 punishments	at base SJA and GCM SJA offices only	destroy after 1 year. AUTH: N1-AFU-90-3
53		data on all general courts-martial or special courts-martial records involving a bad conduct discharge	at AFLSA/JAJM	destroy when no longer needed. AUTH: N1-AFU-90-3
54			at other than AFLSA/JAJM	destroy 1 year after completion of appellate review. AUTH: N1-AFU-88-21P
55		data on special courts-martial records not involving a bad conduct discharge and all summary courts-martial	at AFLSA/JAJM	destroy when no longer needed. AUTH: N1-AFU-88-21P

TABLE 51-3

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>	
55.01			at other than AFLSA/JAJM	destroy 1 year after final review. AUTH: N1-AFU-88-21P	
56		magnetic tape files	at MAJCOM AMJAMS Processing Centers and AFLSA/JAJM	destroy after 6 semimonthly update cycles, or when no longer needed, whichever is later. AUTH: N1-AFU-88-21P	
56.01	AMJAMS historical database and systems documentation	magnetic tapes and military justice computer products	at AFLSA/JAJM on 31 Dec 90 and annually thereafter	retire as permanent (See Note 9). AUTH: N1-AFU-88-21P	
57	Report Individual Person (RIP) produced as result of AMJAMS/ADP interface	personal background and military history information		attach to file copy of AMJAMS source records pertaining to case and dispose of in accordance with rules 52-55, this table as appropriate. AUTH: N1-AFU-90-3	
58	strength reports, including DESIRE AMJ STG produced as result of AMJAMS/ADPS interface	military justice jurisdictional strength data		destroy after 1 year. AUTH: N1-AFU-90-3	
59	AMJAMS edit listings	computer printout listing case inputs, strength inputs, and errors		destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3	
60	executed punitive discharges and federal and state court felony conviction reports	consolidated semiannual reports prepared by HQ USAF/JAJM from semiannual reports received from MAJCOMs	at AFLSA/JAJM	retire as permanent (See Note 8). AUTH: NC1-AFU-77-20	
61			at other than AFLSA/JAJM	destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3	
62			individual and consolidated semiannual reports prepared by major commands and subordinate court-martial jurisdictions	at AFLSA/JAJM	destroy after 5 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
63			at other than AFLSA/JAJM	destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3	

**NOTE(S):**

1. Regardless of action taken on the case after appellate review, all original records of trial by general court-martial are forwarded to AFLSA/JAJM.
2. If a copy of the record cannot be delivered to the accused for any reason, attach the copy prepared for him to the original record and explain the reason for nondelivery.
3. After Article 64 review, forward all non-BCD special court-martial original records of trial to AFLSA/JAJM where they are held for 2 years, then forwarded to WNRC, Wash DC 20409.
4. See AFI 51-201, for rules on the exercise of general and special court-martial jurisdiction.
5. Those jurisdiction authorities reflected in a joint tenancy agreement have the same disposition as the joint tenancy agreement.
6. In general court-martial cases in which any portion of the sentence has been suspended, and in special court-martial cases in which an approved bad conduct discharge has been suspended, forward any report or proceeding to vacate a suspension to AFLSA/JAJM for filing with the original records of trial. For special courts-martial, file the report with the original record.
7. Transfer to the National Archives in 5-year blocks when 50 years old.
8. Transfer to the National Archives when 15 years old.
9. Transfer copy to NARA annually at the same time the Annual History Build is accomplished.

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 10, 14, 15.01, 16, 18, 29.01, 32.01, 48, 50, 56.01 and 60 and that rules "a", "b", and "c" do not apply to rules 2, 22, 30, 37, 40 and 42.

<b>RULE</b>	<b>A</b> If the records are or pertain to	<b>B</b> consisting of	<b>C</b> which are	<b>D</b> then
<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 51-4**  
**CLAIMS 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>	general administration	HQ USAF directives and other records relating to general administration or policy for handling claims which are not covered elsewhere		destroy when superseded or rescinded. AUTH: N1-AFU-90-3
<b>2</b>		all other directives		destroy after 2 years. AUTH: N1-AFU-90-3
<b>3</b>	completed claims case files (except hospital recovery claims, rule 15) for which the Judge Advocate General is responsible	all claims, whether settled or otherwise disposed of, paid claims (except rules 4 and 4.1) and claims asserted by the AF		destroy 1 year after the close of the fiscal year in which claims are settled. AUTH: N1-AFU-90-3
<b>4</b>		claims disapproved or otherwise disposed of, paid under the Military Personnel and Civilian Employees' Claims Act up to the maximum payable by AFLSA/JACC or subrogated claims collected by setoff under the Military Personnel and Civilian Employees' Claims Act at AFLSA/JACC		destroy 6 years after the close of the fiscal year in which claims are settled. AUTH: N1-AFU-90-3

TABLE 51-4				
Continued.				
	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
4.01		disapproved claims identified in rule 4	at other than AFLSA/JACC, AFLSA/JACT, and AFLSA/JACE	destroy 3 years after the close of the fiscal year in which claim is settled. AUTH: N1-AFU-90-3
4.02	Agent Orange claim file	DOD Agent Orange document collection created as a result of the multi-district class action by Vietnam veterans against the Agent Orange manufacturing companies and the United States	at AFLSA/JACC	retire as permanent (See Note). AUTH: N1-AFU-91-23
5	claims records	records of all claims processed by offices of the Judge Advocate General's department and source documents for the Claims Administrative Management Program (CAMP)	copies 1 through 5 at AFLSA/JACC	destroy after 3 months. AUTH: N1-AFU-90-3
6			copy 6 at offices taking final disposition	destroy 1 year after the close of the fiscal year in which claims are settled, provided that claims are accurately reflected in CAMP. AUTH: N1-AFU-90-3
7	claims reports	investigation reports prescribed in AFI 51-502, Claims Manual, that are not maintained and disposed of as part of a claims case file (rules 3, 4, 4.1, 16, 21, and 22)		destroy 1 year after lapse of statute of limitations (note: do not retire to records center). AUTH: N1-AFU-90-3
8		international agreement reimbursement reports		destroy 3 years after the close of the fiscal year in which reviewed. AUTH: N1-AFU-90-3
9	claims funds logs	logs closed after the end of the fiscal year in which all cases thereon have been finalized		destroy after 2 years AUTH: N1-AFU-90-3
10	(RESERVED)			(RESERVED)
11	investigation reports of aircraft or missile incidents	investigations performed under AFI 51-503	at appointing authorities' staff judge advocate	destroy after 25 years. AUTH: N1-AFU-90-3
12			at offices other than the appointing authorities' staff judge advocate	destroy when no longer needed. AUTH: N1-AFU-90-3
13	memorandum opinions	analysis of unique or new claims issues of value for research or legal precedent basis		destroy when no longer needed. AUTH: N1-AFU-90-3

<b>TABLE 51-4</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>14</b>		memorandum opinions not maintained and disposed of as part of a claims case file (rules 3, 4, and 4.1)		destroy after 3 months. AUTH: N1-AFU-90-3
<b>15</b>	hospital recovery claims	records accumulated as a result of actions under the Medical Care Recovery Act (42 U.S.C. 2651-3)	those having no third party tort liability, since no claim number is assigned	the file becomes a claims report (see rule 7). AUTH: N1-AFU-90-3
<b>16</b>			paid in full or settled within delegated limits	destroy 3 years after the end of the fiscal year in which claims are settled. AUTH: N1-AFU-90-3
<b>17</b>			reports and copies of documents required to be sent and held by AFLSA/JACC in cases involving litigation	destroy 1 year after the FY in which litigation is concluded. AUTH: N1-AFU-90-3
<b>18</b>	(RESERVED)			(RESERVED)
<b>19</b>	Claims Administrative Management Program (CAMP)	monthly reports of current FY claims	at AFLSA/JACC and AFLSA/JACT	destroy after 10 years. AUTH: N1-AFU-90-3
<b>20</b>			at other than AFLSA/JACC and AFLSA/JACT	destroy after 5 years. AUTH: N1-AFU-90-3
<b>21</b>	tort litigation case files	administrative claim files and records accumulated incident to litigation arising out of tort related claims	at AFLSA/JACT, AFLSA/JACC, and AFLSA/JACE	destroy 5 years after FY in which the litigation is concluded. AUTH: N1-AFU-90-3
<b>22</b>			at other than AFLSA/JACT	destroy 2 years after FY in which litigation is concluded. AUTH: N1-AFU-90-3

**NOTE:** Transfer to National Archives immediately.

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 4.02.

	<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.