Official—USAF Record Disposition Schedule (RDS)

Record Disposition Schedule (RDS)
Implementing Instructions

The Air Force Records Disposition Schedule (RDS) implements AFPD 37-1, *Air Force Information Management (*to be converted to AFPD 33-3), Title 44 United States Code (U.S.C.), *PUBLIC PRINTING AND DOCUMENTS*, Section 2904, *General Responsibilities for Records Management*, Section 3102, *Establishment of Program of Management*; Section 3301, *Definition of Records*; and 36 Code of Federal Regulations (CFR) 1228.10, *Parks, Forests, and Public Property, Chapter XII-National Archives and Records Administration* (Parts 1200-1299*), SUBCHAPTER B-RECORDS MANAGEMENT, Disposition of Federal Records*, which require agencies to develop and implement record schedules for all records created or received by the agency. 36 CFR requires the agency to obtain approval of the schedule from the National Archives and Records Administration (NARA). The RDS also implements AFMAN 37-104, *Managing Information to Support the Air Force Mission* (to be converted to AFMAN 33-304); AFMAN 37-123, *Management of Records* (to be converted to AFMAN 33-363), AFI 33-321, *Authentication of Air Force Records;* and AFI 33-322, *Records Management Program*. The RDS is media neutral and is the **only** approved Air Force records schedule and can **not** be supplemented or duplicated.

Compliance or Criminal Penalty

The RDS is mandatory for use by all Air Force activities, including the Air National Guard (ANG) when published in Air National Guard Index (ANGIND) 2, Numerical Index of Applicable Administrative Publications, the United States Air Force Reserves, the combatant and specified commands for which the Air Force is executive agent; and contractor personnel, who create, accumulate, or manage Air Force records. Willful and unlawful destruction, damage, or alienation of Federal records, may result in a $2,000 fine, 3 years in prison, or both (18 U.S.C. 2071).

Revisions

The RDS accessed from the web-based Records Information Management System replaces AFMAN 37-139. Submit changes to the RDS by sending completed Air Force Form 525, *Records Disposition Recommendation*, prescribed in Air Force Instruction 37-138, *Records Disposition—Policies and Procedures* (to be converted to AFMAN 33-364) to Headquarters USAF Records Office and Program Management (HQ USAF/ILCSE), 1250 Air Force Pentagon, Washington, DC 20330-1250. Refer to Attachment 1 for a glossary of references and supporting information.

Decision Logic Tables (DLTs) Rules

The RDS consists of decision logic tables (DLT), which provide disposition instructions for all Air Force records.

1. Numbers (e.g. 10-01) and text (title) identify each table. The first two numbers are the same as

the publications series, which prescribes the requirement to collect the information resulting in records. Collectively, the numbers contain all the major subject areas or functional areas within the business processes of the Air Force. The second number, assigned for control purpose, indicates the number of the table and table title within that series. Unlike the first number, the second does not correspond or relate to the same sequential
Numbered Air Force publication. For example, table 10-01 is the first table in the 10 series DLT. The tables are arranged in numerical sequence by these numbers.

2. Table titles identify the subject matter covered in the table.
3. Column headings are assigned alpha designators so that each column may be quickly and accurately referenced in either written or oral communications. There are four columns identified as columns A, B, C, and D.
4. Column A provides a general description of the records covered. Read down column A until you come to the category of records required.
5. Column B is a general but more defined description of the records identified in column A. The descriptions in column B cover general categories of forms and reports. Determine what portion of the description applies to your records and use of the record content. AF indexes will help determine the prescribing directive for specific forms. A review of the DLTs in the same subject series should provide a general description of the forms, reports, or other records in the series.
6. Column C may indicate an organization or level of command where the records are filed; if not, the rule applies to any level accumulating the records described, and column C is left blank.
7. Column C may indicate a specific copy. If not, the rule applies to all copies, regardless of their location, except copies required by other directives to be given to individuals concerned or filed in personnel records. As used in this schedule, major subordinate command refers to the headquarters of an activity between a major command and subordinate elements to which authority has been delegated to initiate and promulgate policies and procedures or to exercise managerial control for a major segment of an Air Force or command-wide function. This includes headquarters of numbered Air Force, areas, regions, and comparable levels.
8. Column D provides appropriate disposition instructions, based on conditions in columns A, B, and C.
9. If Column D refers to another table or rule for disposition, cite the reference table and rule on file plans and disposition control labels. The authority number in column D is the National Archives and Records Administration (NARA) or General Records Schedule (GRS) approval number for the retention period. Include this authority number on the SF 135, *Records Transmittal and Receipt*, when retiring records to federal records centers.
10. To determine which rules have been updated or revised since you last viewed the RDS, run the report of changes on the home screen. The RDS frequently changes and this is the record of changes. Reports from one week to a year or more may be run and will result in a list of table and rule changes.

NOTES

1. References in column D or DLTs to “NPRC (MPR),” “NPRC (CPR,” and “WNRC” refer to records centers indicated in AFI 37-138, attachment 2. Use full name and geographical address, as indicated in AFI 37-138 (to be converted to AFMAN 33-364), attachment 3, when shipping records or corresponding with those centers.

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2. Explanatory note(s) or exceptions may be added to a rule. Notes are part of the rule and must be considered when applying the disposition.

3. Records Common to All or Several Functional Areas. General correspondence file are covered by table 37-11, whether permanent or temporary, and pertain to all functional areas. Other records common to all or several functional areas or for which there is no specific prescribing directive is in the 37-series DLTs.
4. Citing DLT References: File plans and disposition control labels cite the exact table and rule number in an abbreviated format, for disposition of each series of records listed (e.g. “T” for table, and “R” for rule, such as T10-1, R4).
5. Cutoff Dates: Use cutoff dates in AFI 37-138 (to be converted to AFMAN 33-364), Table 3.1, unless otherwise indicated in the DLTs.

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SAF/XCISI, Mrs. Emma Hochgesang-Noffsinger
Air Force Records Officer & Program Manager
1500 Wilson Blvd, Suite 200 Rosslyn, VA 22229
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Table 10-1

JOINT CHIEFS OF STAFF RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	JCS Documents Implemented by the Air Force	part(s) of the Air Force documentation of the action implemented	JCS Documents Implemented by the Air Force	have the same disposition as the records they document N1-AFU-90-3 See Note Number: 214
2.00	JCS Documents Received for Informational Purposes Only	Informational or Background Documents	Informational Purpose JCS Documents	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 1, 4, 9, 212, 213, 214
3.00	JCS Documents Brief Packages, Brief Sheet, Index and Air Force Responses to JCS Taskings	coordination and receipt sheets, talking papers, background papers, service changes, responses to JCS taskings and other related papers to support brief package	JCS Documents, Brief Packages, Brief Sheets, Indexes and Air Force responses to JCS taskings at Headquarters United States Air Force	Retire as permanent after 5 years. See Note number 6, 214 AUTH: NC-174-151 See Note Number: 6, 214
4.00	JCS Documents Brief Packages, Brief Sheet, Index and responses to JCS taskings at other than HQ USAF	coordination and receipt sheets, talking papers, background papers, service changes, responses to JCS taskings and other related papers to support brief package	JCS Documents Brief Packages, Brief Sheets, responses to JCS taskings and Indexes at other than HQ USAF	Destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 10-2

AIR SURVEILLANCE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Control Logs Data on Routine Daily Surveillance Operations	Control Logs Data	at Aircraft Control and Warning (ACW) units and Airborne Early Warning and Control (AEW&C) units	Destroy 1 year after close of the calendar year in which last entry was made. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Control Logs Data on AEW&C Aircraft on Active Air Defense	Control Logs Data	at Aircraft Control and Warning (ACW) units and Airborne Early Warning	Destroy after 3 months. AUTH: N1-AFU-90-3

	Missions		and Control (AEW&C) units	See Note Number: 212, 213, 214
3.00	Control Logs Recorders Logs	telling sequence and interception action records, and comparable forms that supplement such records	at Aircraft Control and Warning (ACW) units and Airborne Early Warning and Control (AEW&C) units	Destroy after 2 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Control Logs Teletype Record Logs	records prepared by AEW&C units during dual exercise (DUALEX) operations	at Aircraft Control and Warning (ACW) units and Airborne Early Warning and Control (AEW&C) units	Destroy after 1 month. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 10-3

TRAINING REPORTS, SPECIAL EXERCISE AND MANEUVER PLANS RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Tactical Evaluations	reports and other data used in evaluating a unit's capabilities as demonstrated during a training exercise conducted in either live or synthetic environment	at MAJCOMs and below	Destroy after next evaluation is accomplished, or on change of weapon system, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 214
3.00	Systems Training Status	recurring reports accomplished in compliance with a system training program (STP)	at MAJCOMs and below	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Training Aids	maps or charts indicating name and location of units having a controlled training aid; description of the aid, etc., including requests for use, approval or disapproval, shipping authority, and shipping instructions	at MAJCOMs and below	Destroy when training aid is removed from control. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Special Exercise, Maneuver Plans, Orders, and Reports	journals, logs, messages, punched cards, filmstrips, and tapes used to record or report exercise play or pertinent portions for evaluations & reference copies of material	at MAJCOMs and below which are identified in Rules 2 thru 10	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Operations and Deployment Plans and Orders and Continental Test Records	related records prescribing the training of personnel, testing of equipment or both, used in planning for and participating in command post exercises or similar unilateral joint maneuvers & plans, orders, and supporting background material	at MAJCOMs and below & created by AF activities participating in joint testing	Destroy 3 years after exercise has been completed, or when declared obsolete, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

10.00	Overseas Test Records	plans, orders, and final reports	created for and in the name of Joint Task Force	Disposition pending... AUTH: Unscheduled
12.00	Personnel Support for Contingency Operations (PERSCO) for Deployment Monitoring	records pertaining to the deployment of personnel, including departure report, personnel identification and travels itinerary report, PERSCO Team (PT) status report, commander's situation report (SITREP), duty status change (DSC) report, processing discrepancy report, PRESTO after-action report (AAR), manpower and personnel module-base (MANPER-B) reports, etc.	at HQ AFPC or other originating command offices that monitor deployment of personnel	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-96-6 See Note Number: 212, 213, 214
14.00	PERSCO MANPER-B Reports at MAJCOMs and Below	MANPER-B computer system data consisting of above MANPER-B reports, including hardware relocation report, initial report, hardware outage report, hardware follow-up report, incident report (for virus reporting)	at offices that monitor deployment of personnel at MAJCOMs and Below	Destroy when data is no longer needed. AUTH: GRS 20, Item 1c See Note Number: 212, 213, 214

Table 10-4

WARTIME PLANNING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Master Set of Plans	the USAF War and Mobilization Plan (WMP), USAF Planning Concepts (The Plan); Continuity of Operations (COP) Department of the Air Force (DAF) Plan; Survival, Recovery, and Reconstitution (SRR) Plans, augmentation plans, and all plans written in support of JCS, HQ USAF, and unified command plans all plans with essential source material, annexes, appendices, tabs, and all changes thereto	at HQ USAF and MAJCOMs	Retire as permanent when superseded, obsolete, or when implemented. AUTH: NC1-AFU-79-2 See Note Number: 6, 214
1.01	Joint Operating Planning System (JOPS) Master Set of Plans	camera-ready pages, background material, JCS approval records, maps, flight plans, charts, and time-phased force and deployment list (TPFDL) listings and agency coordination sheets for JOPS-prepared operation plans	at combatant commands	Hold for 2 years when no longer required by the JCS, retire the record copy and all background information as permanent. AUTH: NC1-AFU-79-2 See Note Number: 6, 214
2.00	Support Plans	records similar to those described in Rule 1,	received from subordinate echelons, lateral commands, and other defense agencies for monitoring purposes and/or for coordination of planned operations	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

3.00	Implemented Plans	a master set of implementations of the planning records covered in Rule 1	at implementing headquarters	Retire as permanent. AUTH: NC1-AFU-79-2 See Note Number: 6, 214
4.00	Basic Planning Records & Background Material	basic wartime plans, operations plans (OPLAN) and orders, augmentation plans, continuity of OPLANs, similar media with essential source material, correspondence and related support data furnishing input to MAJCOM wartime plans	providing guidance and requirements to support higher headquarters wartime planning and background material at MAJCOMs	Destroy when related plan or order is superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 125, 129, 212, 213, 214
5.00	Reference Plans	war plans and similar media	received for review and guidance	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 10-5

REGION OPERATION CONTROL CENTER (ROCC) / SECTOROPERATION CONTROL CENTER (SOCC) RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Adaptation Data	technical papers, studies, reports, and related engineering or operational data, including geographical features, weapons and missile characteristics, equipment capabilities, and other pertinent data created incident to designing, planning, constructing, and/or operating phases and the computer program (new content), with related equipment changes (retrofits), etc.	at command level and below	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-88-41 See Note Number: 212, 213, 214
2.00	Computer Programming	technical papers, studies, reports, and related engineering or operational data, including geographical features, weapons and missile characteristics, equipment capabilities, and other pertinent data created incident to designing, planning, constructing, and/or operating phases and the computer program (new content), with related equipment changes (retrofits), etc.	at command level and programming facility	Destroy when no longer needed. AUTH: N1-AFU-88-41 See Note Number: 212, 213, 214
3.00	Program Card Decks	master file of program card decks	at command level and programming facility	Destroy replaced or superseded program card decks 60 days after the succeeding program is declared successful and operational. AUTH: N1-AFU-88-4

				See Note Number: 212, 213, 214
4.00	Active Card Decks	reflecting air surveillance, weather, weapons status, or other local variables	at command level and programming facility	Destroy 30 days after data becomes obsolete. AUTH: N1-AFU-88-4 See Note Number: 212, 213, 214
5.00	Program Write-Ups/ Electric Accounting Machine(EAM) Card Decks	related electronic tapes containing instructions designed to control the operation of the computer according to predetermined requirements	at command level and programming facility	Destroy obsolete card/tape-loaded program card decks with related electronic tapes and program write-ups when no longer needed. AUTH: N1-AFU-88-41 See Note Number: 212, 213, 214
6.00	Obsolete Card-Loaded Program Decks	standby file and/or partial program decks	at command level and programming facility	Destroy after 30 days. AUTH: N1-AFU-88-41. See Note Number: 212, 213, 214
7.00	Duty Rosters, EAM Cards, and Consolidated Rosters	detailing individuals for computer operation and/or maintenance duties	at command level and programming facility	Destroy after 6 months. AUTH: N1-AFU-88-41 See Note Number: 212, 213, 214
8.00	Coordinators' Notebooks	containing entries involving monitoring and control of program card decks, writings, tapes, plug-in units, and related program material	at command level and programming facility	Destroy when no longer needed. AUTH: N1-AFU-88-41 See Note Number: 212, 213, 214
9.00	Computer Use Monthly Planning Schedules	forecasting availability of computers, letters, messages, and similar media reflecting the planned operational state of alerts; electronic changes; synthetic exercises and other requirements affecting computer usage	at command level and programming facility	Destroy 6 months after implementation or when declared obsolete, whichever is sooner. AUTH: N1-AFU-88-41 See Note Number: 212, 213, 214
10.00	Technical Library Materials	master copy of all program card decks, computer magnetic tapes, maps, scripts, aids and other materials used in the production of and/or produced to accomplish the required tasks	at the software support facility	Dispose of according to the applicable rules relating to the specific records. AUTH: N1-AFU-88-41 See Note Number: 212, 213, 214
13.00	Technical Memoranda (Manuals)-Record Sets	technical manuals, published system notes, etc., that describe system design, operations and limits	record sets at software support facility	Retire as permanent. AUTH: N1-AFU-88-41 See Note Number: 23, 214
14.00	Technical Memoranda (Manuals)-Copies and Command Level and Below	Technical Memoranda (manuals), notes and guides that describe system data and data characteristics	copies at command level and below	Destroy when rescinded, superseded or no longer needed. AUTH: N1-AFU-88-41. See Note Number: 212, 213, 214

Table 10-6

OPERATIONAL REPORTS AND ANALYSES

R	A	B	C	D

U L E	If the records are or pertain to	consisting of	which are	then
1.00	Combat Operations Orginator MAJCOMs or Major Subordinate Commands & Analyses - Record Copies	accounts and reports describing combat action, objectives, accomplishments, results, loss of personnel, equipment, material, aircraft, and related data as a result of actual combat & memoranda, reports, drawings, charts, graphs, statistics, and other reference and source materials incident to analysis and study of Air Force operational activities, problems of air warfare, equipment, weapons and weapon systems, tactics, strategy, organization, or any other field of responsibility	at orginator, MAJCOMs and major subordinate commands & record copies	Retire as permanent. NC1-AFU80-8/Microfilm NC1-AFU-83-95/NCI-AFU-82-34 See Note Number: 6, 89, 114, 214
1.01	Combat Operations other than MAJCOMs or Major Subordinate Command & Sonic Boom Data Logs	accounts and reports describing combat action, objectives, accomplishments, results, loss of personnel, equipment, material, aircraft, and related data as a result of actual combat and logs	at any agency other than the orginator, MAJCOMs, or major subordinate commands and operational units	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 6, 89, 114, 212, 213, 214
2.00	Combat Operations - Peacetime Operations or Exercises& Analyses- Reference Copies	accounts and reports describing combat action, objectives, accomplishments, results, loss of personnel, equipment, material, aircraft, memoranda, reports, drawings, charts, graphs, statistics, and other reference and source materials incident to analysis and study of Air Force operational activities, problems of air warfare, equipment, weapons and weapon systems, tactics, strategy, organization, or any other field of responsibility,and related data	a result of peacetime operations or exercises performed to simulate, test, evaluate or support emergency war orders (EWO), reference copies and allied activities	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 89, 212, 213, 214
4.00	Sonic Boom Data Records, Schedules, Forms	data bank records, schedules, comparable forms, and related papers	at HQ USAF and MAJCOMs	Destroy after 30 months. AUTH: N1-AFU-90-3 See Note Number: 89, 476
6.00	Aircraft Maintenance	significant historical data, (Air Force Technical Order [AFTO] Form 95, Significant Historical Data) and related records of aircraft	lost in combat and aircrew status is unknown	Disposition pending.... AUTH: Unscheduled See Note Number: 177

Table 10-7

OPERATIONS SECURITY (OPSEC)

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	OPSEC Survey Reports at MAJCOM OPSEC OPR	reports of surveys listing findings and recommendations/corrective actions taken	at MAJCOM OPSEC offices of primary responsibility (OPR)	Destroy after 5 years, or 1 year after next survey of same activity, whichever is sooner.

				AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	OPSEC Survey Reports Below MAJCOMs & OPSEC Database	OPSEC Survey Reports & functional profiles and related data	below MAJCOMs & OPSEC OPRs	Destroy 1 year after all action has been completed or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	OPSEC Status Report at HQ USAF	semiannual status reports.	at HQ USAF	Retire as permanent. AUTH: NC-174-107 See Note Number: 6, 214
5.00	OPSEC Status Report at MAJCOMs OPSEC OPR	OPSEC Status Report	at MAJCOMs OPSEC OPR	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	OPSEC Status Report at Preparing Activity	OPSEC Status Report	copies retained by preparing activities	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 10-8

SYSTEMS RECORDS (407L/412L)

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Computer Program Data Program/Version Histories, Program/Equipment Changes Records	program/version histories and program/equipment change records	at Tactical Air Control Squadron (TACS) Support Division, incident to the operation of the 407L System and the System Programming and Testing Site (SPATS) activity incidents to the operation of the 412L System	Destroy 5 years after system discontinuance, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Computer Program Data - Magnetic Tapes, Computer Printouts and Punch Cards	magnetic tapes, computer printouts, and punched cards	at Tactical Air Control Squadron (TACS) Support Division, incident to the operation of the 407L System and the System Programming and Testing Site (SPATS) activity incidents to the operation of the 412L System	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 10-9

CIVIL AIRCRAFT USE OF USAF AIRFIELDS

RULE	A	B	C	D
	If the records are	**consisting of**	**which are**	**then**

	or pertain to			
1.00	Approved Requests DD Form 2401& DD Form 2402	civil aircraft landing permits & hold harmless agreements	Department of Defense, DD Form 2401, Civil Aircraft Landing Permit and related correspondence and DD Form 2402, Civil Aircraft Hold Harmless Agreement and related correspondence	Destroy 2 years after expiration date of DD Form 2401 or when superseded. AUTH: N1-AFU-86-50 See Note Number: 212, 213, 214
3.00	Approved Requests DD Form 2400	civil aircraft certificates of insurance	DD Form 2400, Civil Aircraft Certificate of Insurance and related correspondence.	Destroy 2 years after expiration date of DD Form 2401 or when superseded. AUTH: N1-AFU-86-50 See Note Number: 212, 213, 214
4.00	Copies of DD Forms 2400, 2401, and 2402 for Insurance Claims	copies of Rules 1, 2, and 3 records	required for insurance claims resulting from an accident or violation of AFI 10-1001, Civil Aircraft Landing Permits	Destroy 2 years after settlement of insurance claims or completion of administrative actions. AUTH: N1-AFU-86-50 See Note Number: 212, 213, 214
4.01	Approved Requests Landing Permit Listing	computer printouts	listings of landing permits	Destroy when superseded. AUTH: N1-AFU-86-50 See Note Number: 212, 213, 214
4.02	Approved Requests Computer Entries of Rule 4.1 Records	approved requests	computer entries of Rule 4.1 Records	Destroy when permit expires. AUTH: N1-AFU-86-50 See Note Number: 212, 213, 214
5.00	Disapproved Requests	disapproved requests	correspondence and related data	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Foreign Government Requests	foreign government requests	correspondence and related disposition actions approved by Secretary of the Air Force	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 10-10

COMMAND AND CONTROL

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Aircrew Management and Aircraft Ground Handling Actions & Mission Following Folders	records pertaining to arrival and departure briefings, alerting and billeting information and other pertinent data, including data for reconstruction of actions sequence after termination of mission, and airlift movement messages and forms and related records that record arrival/departure times, mission	at command posts, operations centers, airlift control elements	Destroy after 2 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		numbers, complete mission itineraries, aircraft delay information and other pertinent data		
3.00	Controller Certification Record	written record of personnel certified to perform duty in the command post	for certification	Destroy upon reassignment or retirement of person for which record was created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.01	Controller Decertification Record	written record of personnel certified to perform duty in the command post	for decertification	Destroy upon decertification AUTH: N1-AFU-90-3. See Note Number: 212, 213, 214
4.00	Controller Training Records Event/Incident Reports (Operations Report [OPREP]-3H/B/P)	controller training records - event/incident reports	controller recurring testing and controller formal training reports using command and control channels to notify commanders of events or incident of international, national, USAF, MAJCOM, or significant news media interest (AFMAN 10-206, Operational Reporting)	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Events Log/Availability of Commanders	events log and reports	records of aircraft arrival/departure and monitor key personnel, very important people (VIP), advising higher headquarters of the whereabouts of commanders and significant events	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Operational Status Reports	reports using command and control channels to inform commanders	at any level of significant information of operational or mission concerns (AFMAN 10-206)	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 130, 214
8.00	Operational Support Monitoring Reports	operational support monitoring reports	reports using command and control channels to notify HQ USAF and operational commands concerning information on combat support situations, an assessment of current capabilities, deficiencies affecting support for planned or current operations (AFMAN 10-206)	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 131, 214

Table 10-11

SINGLE INTEGRATED OPERATIONAL (SIOP) AND

CONTINGENCY/TRAINING PLANNING RECORDS				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Revisions of the SIOP, Contingency or Training Plan	operational and intelligence data essential to the successful execution of specific sorties of a unit's EWO, contingency operation, or training operation	at operational units	Destroy when revised plan is implemented, superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 214
2.00	Planning Records	annexes to the SIOP, basic wartime plans, operational plans and orders, augmentation plans, continuity of OPLANs, and similar media which provide essential guidance and requirements to construct, support/implement higher headquarters wartime/contingency planning	at intermediate commands, NAFs, and operational units	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 214

Table 10-12

SPACE OPERATIONS				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Space Object Detection and Tracking System Historical Data (previously orbital element cards)	space observations, orbital elements, sensor calibrations, parameters, and solar flux	at responsible activity	Retire as permanent. AUTH: N1-AFU-91-26 See Note Number: 22, 214
1.01	Computer Tape Data/Duplicates of SODTS Historical Data (previously orbital element cards)Indivs Record of Duties&Quals	computer tape data/ duplicates of space object detection and tracking system historical data and individual's records f duties and qualifications	for updating the historical database and duplicates of Rule 1 records at command OPR	Destroy when no longer needed. AUTH: N1-AFU-91-26 See Note Number: 139, 212, 213, 214
2.00	Space Object Identification (SOI) Special Interest	radar or photometric amplitude data recordings	of special interest (most representative of true features)	Destroy when no longer needed after object decay. AUTH: N1-AFU-91-26 See Note Number: 212, 213, 214
3.00	Space Object Identification (SOI) Routine Interest	space object identification	of routine interest	Destroy when no longer needed. AUTH: N1-AFU-91-26 See Note Number: 212, 213, 214

4.00	Space Object Identification (SOI) Digitized and Transcribed Cards & Discrimination Info	space object identification	digitized and transcribed on cards and transmitted by SOI capable sensors	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Space Object Identification (SOI) Parameter Data	space object identification	reports generated or received at a centralized location	Destroy after the data has been entered into the database. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Space Object Identification (SOI) Reports	space object identification	generated or received at a tracking site	Destroy after 1 month, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Space Object Identification (SOI) Summary of SOI Analyses and Computer Printouts	space object ientification	in a satellite numbered sequence, satellite track data, mission planning logs, records of message transmissions, positional checklists, etc	Destroy when superseded or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Space Object Identification (SOI) Time Sequence Lgs	of significant operational events	at tracking sites	Destroy 1 year after last entry in the log. AUTH: N1-AFU-91-26 See Note Number: 212, 213, 214
10.01	Space Object Identification (SOI) Tasking Messages and Sensor Network Tasking Data Other Than Special Interest	space object identification; sensor network tasking data	tasking messages; other than special interest	Destroy after 3 months. AUTH: N1-AFU-91-26 See Note Number: 212, 213, 214
11.00	Sensor Network Tasking Data Special Interest; Launch Information case files; and Satellite Ops Changes Ground Sys Procedures	sensor network tasking data; information in Rules 17 and 18; or satellite operations changes	sensor tasking response data, tasking for such data, tracking reports such as element sets (ELSET) requests, sensor tasking and launch change messages, Baker-Nunn camera films, and optical sensor passage records; at sensor site and wings; temporary ground system procedure request, flight code change request	Destroy when no longer needed. AUTH: N1-AFU-91-26 See Note Number: 212, 213, 214
12.01	Sensor Network Tasking Data Box-Score Messages	information on objects in space	at preparing activity	Retire as permanent. AUTH: N1-AFU-91-26 See Note Number: 5, 214
12.02	Sensor Network Tasking Data at Receiving Activity	sensor network tasking data	at receiving activity	Destroy when no longer needed. AUTH: N1-AFU-91-26 See Note Number:

				212, 213, 214
13.00	Tracking and Impact Prediction (TIP) Data of Special Interest	TIP record, final decay message, computer printouts of satellite positional data to include spiral decay vectors, final element set and related data of specialized interest (most valuable data)	of special interest	Retire as permanent after object decay. AUTH: N1-AFU-91-26 See Note Number: 5, 214
13.01	Sensor Network Tasking Data Other Than Special Interest	sensor network tasking data	other than special interest	Destroy 2 years after object decay. AUTH: N1-AFU-91-26 See Note Number: 212, 213, 214
14.00	Space Operations Logs	data on daily operations	at space operations units or command and control activities	Destroy 6 months after last entry in log. AUTH: N1-AFU-91-26 See Note Number: 212, 213, 214
15.00	Missile Warning System	missile wasrning system	at responsible activity	Hold for life of missile warning system, then destroy. AUTH: N1-AFU-91-26 See Note Number: 212, 213, 214
16.00	Operations Center Activity Log	opeartions center activity log	at tactical warning/attack assessment and space surveillance functional OPRs	Destroy 1 year after last entry in log, or when no longer needed, whichever is later. AUTH: N1-AFU-91-26 See Note Number: 212, 213, 214
17.00	Launch Information Case Files - Foreign Launches Tracking	case files consisting of how foreign launches are tracked, any problems, and related records	at responsible activity	Destroy 2 years after launch. AUTH: N1-AFU-91-26 See Note Number: 212, 213, 214
18.00	Launch Information Case Files - Cooperative Launches Tracking	case files	consisting of how cooperative launches are tracked, initial launch alert message, any problems, and related records	Destroy 8 years after launch. AUTH: N1-AFU-91-26 See Note Number: 212, 213, 214
20.00	Technical Reference Material	technical reference material	satellite catalog, radar cross section catalog, foreign launch information publication catalog, and similar records	Destroy when superseded. AUTH: N1-AFU-91-26 See Note Number: 212, 213, 214
21.00	Radar Cross Section Catalog	radar cross sectiion catalog	at OPR	destroy 10 years after superseded. AUTH: N1-AFU-91-26 See Note Number: 212, 213, 214

22.00	United Nations (UN) Registry Reports and Operations Review Summary Message/Trend Analysis Report	copies of original reports sent to JCS for forwarding to the UN; messages and reports	at command OPR; summary messages and trend analysis reports	destroy after 1 year. AUTH: N1-AFU-91-26 See Note Number: 212, 213, 214
23.00	Satellite State of Health Information	raw satellite data and similar records	used for trend analysis and anomaly resolution to support testing and evaluation	Destroy 2 years after decommissioning of satellite. AUTH: N1-AFU-91-26 See Note Number: 212, 213, 214
24.00	Satellite Operations Changes Temporary Satellite Procedures	statellite operations changes	temporary satellite procedure request, flight code change request	Destroy 2 years after decommissioning of satellite. AUTH: N1-AFU-91-26 See Note Number: 212, 213, 214
26.00	Post Contact Packages	post contact packages	run command messages, command plans, worksheets, out of limits telemetry printouts, and other required records	Destroy when no longer needed. AUTH: N1-AFU-91-26 See Note Number: 212, 213, 214
27.00	Individual Evaluation Folders	letters of certification and decertification, and other records pertaining to an individual's mission-ready qualification status	at units and wings	Give to individual upon transfer, reassignment, or separation. AUTH: N1-AFU-91-26 See Note Number: 139, 212, 213, 214
29.00	Evaluation Materials or Operations Records	evaluation scenarios, scripts, written tests, annotated error guides, and other evaluation or simulation materials; positional checklists, reports, guidebooks, operations positional reference handbooks, operations manuals (other than technical orders), and similar records	at units and wings	Destroy when superseded or obsolete. AUTH: N1-AFU-91-26 See Note Number: 212, 213, 214
31.00	Operations Review Board Minutes	operations review panel and operations review board minutes	at units and above	Destroy after 2 years. AUTH: N1-AFU-91-26 See Note Number: 212, 213, 214

Table 10-13

ELECTRONIC WARFARE (EW) SYSTEMS

RULE	A	B	C	D
	If the records are or pertain	**consisting of**	**which are**	**then**

	to			
1.00	Status and Location of Equipment - HQ USAF	EW permissible operating distance (POD) reports	at HQ USAF	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Status and Location of Equipment - WR-ALC	EW permissible operating distance (POD) reports	at Warner-Robbins Air Logistics Center (WR-ALC)	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Status and Location of Equipment - MAJCOM and below	EW permissible operating distance (POD) reports	at MAJCOM and below	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	EW Projects	case/project history such as: letters, messages, drafts, special studies, reports from various military and civilian concerns, maps, charts and other materials relating to specialized subjects/equipment concerning EW	at HQ USAF/ MAJCOM/major subordinate commands, field operating agency (FOA)/direct reporting unit (DRU)	Disposition pending... AUTH: Unscheduled See Note Number: 619

Table 10-14

RESERVE FORCES

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Air Force Reserve (AFR) Applications and AFR Apps Disapproved on Eligible Officers on EAD	copies of disapproved applications; disapproved applications of eligible officers	for appointment as AFR or USAF without component, and comparable forms, correspondence and related papers; for entry on earliest arrival date (EAD)	Destroy 1 year after disapproval. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Appointments Declined	approved applications, Armed Services Vocational Aptitude Battery (ASVAB) scores and physical	pertaining to individuals with or without prior military appointment	Disposition pending.... AUTH: Unscheduled See Note Number: 140, 212, 213, 214
3.00	Enlistment Records (AFR)	triplicate copies of enlistment record-Armed Forces of the United States or comparable forms accumulated incident to enlistment of persons in the AFR	not in conjunction with an appointment to the Air Force or other military academy	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 140, 212, 213, 214
4.00	Enlistment Records (AFR) Appointment to the Air Force or Other Military	enlistment records	appointed to the Air Force or other military academy	Destroy 6 months after date of enlistment. AUTH: N1-AFU-90-3 See Note Number: 147,

	Academy			212, 213, 214
5.00	Delay and Appeal Requests	reservists' requests for delay in reporting for active duty, requests for reconsideration of decisions on requests for delay, and related records	at MAJCOMs or units of assignment	Destroy 1 year after date individual reports for active duty or 1 year after date of expiration of delay. AUTH: N1-AFU-90-3 See Note Number: 140, 212, 213, 214
6.00	Report of Transfer or Discharge	forms and related records	at National Guard Bureau (NGB) units	Destroy 3 months after date individual separates. AUTH: N1-AFU-90-3 See Note Number: 140, 212, 213, 214
7.00	General Military Course (GMC) Cadets	records the detachment commander creates, including evaluation rating forms, training and disciplinary reports, and related correspondence	maintained by professors of aerospace studies and HQ Air Force Reserve Officer Training Corps (AFROTC)	Destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 140, 212, 213, 214
8.00	Professional Officer Course (POC) Cadets and Financial Assistance Program Cadets	records of AFROTC cadets commissioned as second lieutenants, including all records not required for institutional purposes; field file consisting of records required by AFI 36-2011, Air Force Reserve Officer Training Corps	at unit of assignment	Destroy 1 year after acceptance of commission. AUTH: N1-AFU-90-3 See Note Number: 140, 212, 213, 214
9.00	Records of AFROTC Cadets Not Commissioned as Second Lieutenants	records of AFROTC Cadets not commissioned as Secod Lieutenants	not required for institutional purposes, which comprise the field file, cadet record, and similar records	Destroy after 1 year after disenrollment. AUTH: N1-AFU-90-3 See Note Number: 140, 212, 213, 214
10.00	Disenrollment From Officer Candidate-Type Training	disenrollment from officer candidate-type training	at HQ AFROTC	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 140, 212, 213, 214
11.00	Overgrades/ Undergrades	authorization letters	at military personnel offices	Review every 2 years, then destroy those authorization letters which are no longer applicable, or reapply for a waiver. AUTH: N1-AFU-92-10 See Note Number: 140, 212, 213, 214
12.00	Overages (excluding medical officers)	overages	excluding medical officers	Review every 2 years, then destroy those authorization letters which are no longer applicable, or reapply for a waiver. AUTH: N1-AFU-92-10 See Note Number: 212, 213, 214
13.00	Cadet Personnel Action Request	AFROTC Form 22, Cadet Personnel Action Request [a2] and related correspondence (excluding medical offices)	at HQ AFROTC	Destroy completed requests 30 days after close of fiscal year of applicant's/cadet's date of commission. AUTH: N1-AFU-92-24 See Note Number: 212,

				213, 214
13.01	Cadet Evaluation	original copies of student performance reports used to evaluate cadet performance at field training	at AFROTC	Destroy 1 year after completion of field training. AUTH: N1-AFU-92-13 See Note Number: 212, 213, 214

Table 10-15

RESERVE FORCES TRAINING

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Establishment of Senior and Junior AFROTC	applications, contractual agreements between the Air Force and educational institutions which give specific instructions for administering the AFROTC program and outline both Air Force and institution responsibilities for safekeeping United States property and related papers	at HQ USAF and HQ AU	Destroy 2 years after inactivation of AFROTC detachment. AUTH: N1-AFU-90-3 See Note Number: 172, 212, 213, 214
2.00	Establishment of Senior and Junior AFROTC at HQ AFROTC	the establishment of Senior and Junior AFROTC	at HQ AFROTC	Hold at HQ AFROTC 10 years after inactivation of detachment, then retire as permanent. AUTH: NC-174-224 See Note Number: 10, 172, 214
3.00	Establishment of Senior and Junior AFROTC at AFROTC Detachment.	the establishment of Senior and Junior AFROTC	at AFROTC Detachment	Destroy on inactivation of detachment. AUTH: N1-AFU-90-3. See Note Number: 172, 212, 213, 214
4.00	Armed Forces of the United States Report of Transfer or Discharge	Armed Forces of the United States Report	transferred or discharged	Destroy 3 months after date of separation. AUTH: N1-AFU-90-3. See Note Number: 172, 212, 213, 214
5.00	Active Duty Report			See Note Number: 172, 212, 213, 214
6.00	Inactive Duty Training Originals or AFROTC Enrollment Data, Program Status and Scholarship	inactive duty training originals; AFROTC Enrollment Data, AFROTC Program Status Report, AFROTC Scholarship Selection Analysis	authorization for inactive duty training, authorization for individual inactive duty training (for nonpay status only; for pay	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 172, 212, 213,

	Selection Analysis		status authorization see Table 65-25); at HQ AFROTC, HQ Air Education and Training Command (HQ AETC), or HQ USAF	214
7.00	Inactive Duty Training Duplicates	inactive duty training	duplicates	Destroy after training has been posted to reservist's AFR personnel record for retention, promotion, and retirement. AUTH: N1-AFU-90-3 See Note Number: 172, 212, 213, 214
8.00	Extension Course Institute (ECI) Training Originals	certificate of completion	issued on completion of a volume of a course	Give to individual reservists. AUTH: N1-AFU-90-3 See Note Number: 172, 212, 213, 214
9.00	Extension Course Institute (ECI) Training Duplicates	Extension Course Institute (ECI) training	duplicate	Hold in reservist's field record group file until 6 months after date reservist receives his or her certificate of completion, then destroy. AUTH: N1-AFU-90-3 See Note Number: 172, 212, 213, 214
10.00	Certificate of Completion Issued on Completion of a Course Originals	certificate of completion	issued in completion of course originals	Give to individual reservists. AUTH: N1-AFU-90-3 See Note Number: 172, 212, 213, 214
11.00	Certificate of Completion Issued on Completion of a Course Duplicates	certificate of completion	issued on completion of course duplicates	Hold in reservist's field record group file until it is outdated, then destroy. AUTH: N1-AFU-90-3 See Note Number: 172, 212, 213, 214
12.00	Authenticated Reports of Flying Time	authenticated reports	of flying time	Hold until closing of reservist's AFR personnel record for retention, promotion, and retirement, then destroy. AUTH: N1-AFU-90-3 See Note Number:

				172, 212, 213, 214
13.00	Cadet Evaluation	original copies of student performance reports used to evaluate cadet performance at field training	at AFROTC detachments	Destroy 1 year after acceptance of commission. AUTH: N1-AFU-92-13 See Note Number: 172, 212, 213, 214
13.01	Cadet Evaluation or Applications for AFROTC College Scholarship Program	disk copies of student performance reports used to evaluate cadet performance at field training; records reflecting eligibility, suitability, physical and mental qualifications, status of application, selection, nonselection, interview board results, acceptance, declinations or disqualifications, and related records reflecting actions taken by examining and selecting activity	at HQ AFROTC	destroy after 1 year or when no longer needed, whicher is sooner. AUTH: N1-AFU-92-13 See Note Number: 212, 213, 214
15.00	Unit Training Assembly Participation	copies of Unit Training Assembly Processing System (UTAPS) products, AF Forms 40, Authorization for Inactive Duty Training, and 40a, Record of Individual Inactive Duty Training; related documents; affidavits; and other evidence to support requests for or approval/disapproval of attendance	at military personnel flight (MPF) or unit	retain for a minimum of 2 years from the end of the CY and/or FY in which the record was initiated. AUTH: N1-AFU-88-25 See Note Number: 212, 213, 214
17.00	Applications for Airmen Scholarship and Commissioning Program (ASCP)	applications	for Airemen Scholarshio and Commissioning Program (ASCP)	Destroy upon graduation or disenrollment, whichever is sooner. AUTH: N1-AFU-92-13 See Note Number: 212, 213, 214
18.00	AFROTC Scholarship Program	application, interview, student's high school transcript, and other related documents	at HQ AFROTC	destroy 1 year after termination of board cycle. AUTH: N1-AFU-92-13 See Note Number: 212, 213, 214
19.00	Weight Professional Officer Course Selection System (WPSS)	WPSS roster	at HQ AFROTC/ RRUC	Destroy after 3 years. AUTH: N1-AFU-92-13 See Note Number: 212, 213, 214
20.00	Weight Professional Officer Course Selection System (WPSS) at Unit Level	weight professional officer course selection system (WPSS)	at unit level	Destroy year end roster after 2 years. AUTH: N1-AFU-92-13. See Note Number: 212, 213, 214
21.00	Air Force Junior Reserve Officer Training Corps	applications for AFJROTC instructor duty	at HQ AFROTC	Destroy 30 days after withdrawal or termination of

	(AFJROTC)			eligibility. AUTH: N1-AFU-92-13 See Note Number: 212, 213, 214

Table 10-16

STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS)

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	SORTS Designed Operational Capability (DOC) Statement	SORTS designed operational capability (DOC)Statement	at HQ USAF; at MAJCOM, FOA, and DRU; wing SORTS office; and reporting unit	destroy when changed or rescinded. AUTH: N1-AFU-99-4 See Note Number: 212, 213, 214
2.00	SORTS Worksheets, Unit Identification Code Reviews, Easy Reads, and Reports	SORTS worksheets, Unit Identification Code Reviews, Easy Reads, and reports	at wing SORTS office and reporting unit; at MAJCOM, FOA, and DRU; wing SORTS office; and reporting unit (when requesting)	Destroy after 30 days. AUTH: N1-AFU-99-4. See Note Number: 212, 213, 214
4.00	SORTS Appointment Letter and Training Certificate	SORTS Appointment Letter and Training Certificate	at wing SORTS office and reporting unit	destroy when rescinded or superseded. AUTH: N1-AFU-99-4 See Note Number: 212, 213, 214
5.00	SORTS Working Disks	SORTS working disks	at wing SORTS office and reporting unit	destroy after 30 days or when no longer needed. AUTH: N1-AFU-99-4 See Note Number: 212, 213, 214
6.00	SORTS Electronic Input Records	SORTS electronic input records	word processing, form filler software	Delete when record copy is printed and filed. AUTH: N1-AFU-99-4 See Note Number: 212, 213, 214

Table 11-1

FLIGHT INSPECTION RECORDS

RULE	A	B	C	D
	If the records are	**consisting of**	**which are**	**then**

	or pertain to			
1.00	Flight Inspection Records; Reports of Original Commissioning; Oscillograph Recordings Made During Commissioning Inspections	reports of original commissioning; other reports pertinent to facility modification; reports containing restrictions; data sheets; and related documentation; oscillograph recordings made during commissioning inspections	at the inspected activity (flight facilities); at organizations reporting directly to HQ Air Force Flight Standards Agency (AFFSA); and at the MAJCOM activity requiring the facility; other reports pertinent to facility modification, and reports containing restrictions which have not been removed; resulting from modification of a facility, and related to reports containing restrictions	Destroy 3 months after a commissioned facility is decommissioned. AUTH: N1-AFU-90-3 See Note Number: 191, 212, 213, 214
1.01	Flight Inspection Data Sheets and Reports	flight inspection and reports	data sheets; at HQ AFFSA [a3]Flight Inspection Central Operations (FICO)	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Flight Inspection - All Reports, Data Sheets, Related Records, and Flight Inspection Records - Other Reports	flight inspection records; all flight inspection reports, data sheets and related records	related records not covered by Rule 1; at the facility checking activity	Destroy after 2 years, or 3 months after decommissioned facility, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Flight Inspection at all Activities Not Covered in Rules 1, 2, 3, or 4 Above	flight inspection at all activities	not covered in Rules 1,2,3 or 4	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Flight Inspection Recordings Not Covered by Rule 6	flight inspection recordings	not covered by Rule 6	Destroy 1 year after completion of related tests and evaluations; or 3 months after a commissioned facility is decommissioned, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Flight Inspection Checklists, Reports of Finding	flight inspection checklists, reports of findings	records pertaining to periodic inspection of airfield facilities	Destroy after 3 months, or after discrepancies are corrected, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 192, 212, 213, 214
9.00	H-1 Helicopter Crewmember Flight Evaluations	AF Form 4068 worksheets used by evaluators to record results of evaluations and aid in completion of the AF Form 8, Certificate of Aircrew Evaluation	kept in the Flight Evaluation Folder until completion of the AF Form 8	destroy when no longer needed, i.e. upon completion of AF Form 8. AUTH: N1-AFU-03-20 See Note Number: 212, 213, 214

Table 11-2

AIRCRAFT ASSIGNMENT, UTILIZATION AND AVIATION FUEL RECORDS				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Aircraft Distribution and Assignment Control	records relating to operational support of flight management and aircraft allocations	at operations flight management	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Aircraft or Recording of Aircraft	requests and justifications for additional aircraft	approved/ disapproved	Destroy 1 year after final action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Aircraft or Recording of Aircraft Requests for Utilization Code Changes	Aircraft or Recording of Aircraft Requests	for Utilization Code Changes	Destroy 1 year after end of utilization requirements for disapproval of request. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Staff Configured Aircraft	Staff Configured Aircraft	reports	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Aircraft/Missile Allocations	Aircraft/Missile Allocations	schedules of current and 6-month projected tactical aircraft/missile allocations	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Aircraft Mission History at MAJCOMs	reports of aircraft utilization	also known throughout the Air Force as aircraft standard utilization (UTE)	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Aircraft Mission History at Preparing and Intermediate Activities			Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Purchase of Aviation Fuel and Oil	USAF invoices covering purchases	from domestic commercial firms, government activities other than USAF, or foreign government sources	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Local Engineering and Operations Records Pertaining to Discrepancies	preflight reports, schedules for engineering, and records	relative to aircraft in operation	destroy after 1 year. AUTH: N1-AFU-Aviation Fuel. See Note Number: 212, 213, 214

Table 11-3

AIRCREW LIFE SUPPORT PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Aircrew Life Support and Chemical Defense Equipment	inspection records	at aircrew life support functions	Destroy after form is filled in and next periodic inspection is annotated on a new form, on turn-in of equipment, or when superseded, obsolete, and new replacement form is available. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Aircrew Life Support and Chemical Defense Equipment Individual Custody Receipts	aircrew life support and chemical defense equipment	individual custody receipts	Destroy on turn-in of equipment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Operational Directives, Lesson Plans, Training Records, Training Aids, and Maintenance Instructions	operational directives	lesson plans, training records, training aids and maitenance instructions	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 11-4

(RESERVED)

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
No rules exist for this table.				

Table 11-5

COMMAND AND CONTROL

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Notices to Airmen (NOTAM)	NOTAMs and NOTAM summaries relating to establishment, condition, or change in any aeronautical facility, service, procedure, or hazard	master copies at United States NOTAM office, HQ Federal Aviation Agency (FAA), Washington DC	Destroy 15 days after NOTAM (message) expires. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Notices to Airmen (NOTAM) Other Than Master Copies	Notices to Airmen (NOTAM)	other than master copies	Destroy when information is superseded by another NOTAM or by later summaries or is otherwise terminated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Aircraft Accidents/Incidents, Operational Hazards, and/or Alleged Violations	aircraft accidents/incidnets, operational hazards and/or alleged violations	Notices to Airmen (NOTAM)	Destroy after 6 months, or upon completion of

	Notices to Airmen (NOTAM)			investigation, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	DD Form 2349, NOTAM Control Log, or Automated Weather Distribution System (AWDS)-Generated Control Log	DD Form 2349, NOTAM Control Log, or Automated Weather Distribution System (AWDS)	generated control logs	Destroy 15 days after expiration or cancellation of recorded NOTAMs. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 13-1

AIRFIELD FLIGHT LINE VEHICLE AUTHORIZATION

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Vehicle Flight Line Authorization, Registration Identification Label on Vehicles	correspondence and forms used for authorizing other than special use vehicles (fire trucks, ambulances, yellow maintenance vehicles, etc.) for operation on the flight line, or registration identification labels	at issuing authority, or on vehicles	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 13-2

AIRDROP INSPECTION RECORDS/MALFUNCTION AND ACTIVITY REPORTS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Airdrop Inspections	joint airdrop inspection record (platforms, Low-Altitude Parachute Extraction System [LAPES] and containers)	not part of the records of an accident/incident investigation	Destroy after 1 month. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Airdrop Activity Reporting	airdrop activity reporting	joint monthly airdrop summary report	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Airdrop Malfunction Investigations	airdrop malfunction report, monthly airdrop summary report, joint airdrop inspection record (platforms, LAPES and containers)	part of the records of an accident/ incident investigation	Destroy after 2 years, or on inactivation of the activity, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 13-3

RADAR BOMB SCORING (RBS) RECORDS				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	RBS Ground Directed Bombing (GDB), and Electronic Countermeasures (ECM) Sites at OPRs	textual records pertaining to planning, establishment, development, and operation of RBS/GDB/ECM sites		Destroy 10 years after inactivation of site. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	RBS Ground Directed Bombing (GDB), and Electronic Countermeasures (ECM) Sites at Other Offices		at MAJCOMs, NAFs, and monitoring offices	Destroy on inactivation of site or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Low-Level Training Routes at OPRs	textual records	associated with the planning, establishment, impact, operation, justification, and related data	Destroy 10 years after closure of route. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Low-Level Training Routes at MAJCOMs, NAFs, and Monitoring Offices	low-level training routes	at MAJCOMs, NAFs and montioring offices	Destroy on closure of route or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Olive Branch (cruising altitude) Route Analysis, RBS Analyses/Summaries at OPRs	Olive Branch Route Analysis, or results of RBS scored evaluations, air-to-ground missile (AGM), bombing and ECM training activities	basic data on route, description, evaluation potential, and results of low-level evaluation, or conducted against RBS sites	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	RBS Activity Records at MAJCOMs and Below, ECM Activity Special ECM Avticity Records (printouts)	RBS Activity Records at MAJCOMs and below, or ECM activity	forms, memoranda, reports, plotting papers, communication logs, RBS data creation records (printouts), abort reports, and operational logs, or special ECM acticity records (printouts)	Destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	RBS Activity Records Related to RBS-Scored Activity	RBS activity records	related to RBS-scored activity	Destroy after 1 year or after applicable unit's subsequent

				evaluation, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	ECM Activity	data creation records (printouts)	at MAJCOMs and below	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	ECM Activity Brush Graphs, Printer Tapes, and Plotting Papers	ECM activity	brush graphs, printer tapes and plotting papers	Destroy after verification. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	ECM Activity Record Unreliable Activity	ECM activity	record unreliable activity	Send to applicable unit for verification. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	RBS Analyses/ Summaries at Other Organizations	RBS Analyses/Summaries	at other organizations	Destroy after 1 year. AUTH: N1-AFU-90-3. See Note Number: 212, 213, 214
15.00	Recorded Voice Tapes	air-to-ground communications between aircrew and RBS sites personnel	at RBS sites	Erase after 60 days. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 13-4

AIRSPACE MANAGEMENT

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Operational/Admin Airspace Management in Domestic/Foreign Environments, Airspace Flight Routes/Areas, and Working Projects	letters, messages, correspondence, memorandums, and forms governing operational/administrative directions and guidance effecting both domestic and foreign airspace usage; data pertaining to international and	at HQ USAF, MAJCOMs, and foreign national operational staff offices; at preparing, controlling, or monitering agencies; correspondence and data on special intrument flight rules (IFR)/visual flight rules (VFR) military/civil operations, supersonic flights mid-air collision avoidence,	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		domestic flight route/track systems; aerial refueling routes; tracks, and areas; and special military/civil low-altitude training routes, visual flight condition routes, and all weather low-altitude routes; airspace working projects	wake turbulence criteria, and flight record attempts	
4.00	Airspace Management Agreements, Special Use Airspace, Reserved Airspace	correspondence records, rules, reports between United States government offices, foreign nations, military services, lateral commands, and subordinate agencies pertaining to relations, negotiations, amendments, agreements, and minutes of meetings relative to airspace use; correspondence and data pertaining to airspace warning/controlled firing/restricted areas, military operatinos areas, domestic or international control areas, low-altitude tactical navigation use areas; reserved airspace	at preparing, controlling, or monitoring agencies, or correspondence/data/booklets relative operational mission airspace reservations, and altitude reservations	Destroy 2 years after supersession/obsolescence or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 13-5

ATOMIC ENERGY DETECTION SYSTEM (AEDS) RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Original Tech Reports of Lab Analysis; those Req for Reproduction of Final Data/Historical Baseline, and Tech Memos/Studies	efforts produced in support of the United Sates AEDS, including clear text and data in-bound volumes; support analysis files consisting of original hand calculations, raw data summaries and sheets, correspondence, and associated records; technical memons and studies	at HQ Air Force Technical Applications Center (AFTAC) and AEDS laboratories, or are original bound reports including clear text and data, supporting records and appendices	Retire as permanent. AUTH: N1-AFU-87-12 See Note Number: 6, 214
2.00	Technical Reports/Memos/Studies at Preparing, Controlling, or Monitoring Agencies	technical reports, memos, and studies	at preparing, controlling or monitoring agencies	Destroy when no longer needed. AUTH: N1-AFU-87-12 See Note Number: 212, 213, 214

Table 13-6

AIR TRAFFIC CONTROL (ATC) RECORDS				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Operational Data	operational data	operations and position logs and daily report of controllers	Destroy (or erase) after 6 months. AUTH: N1-AFU-89-29 See Note Number: 196, 212, 213, 214
1.01	Approach Control Arrival/Departure Strips	approach control arrival/departure strips	other ATC information recorded as outlined in AFI 13-203, Air Traffic Control	Destroy (or erase) after 3 months. AUTH: N1-AFU-89-29 See Note Number: 196, 212, 213, 214
2.00	Tape, Wire, or Disk Recordings	recordings	tape, wire or disk recordings	Destroy after 15 days. AUTH: N1-AFU-90-3 See Note Number: 196, 212, 213, 214
3.00	Note Pads and Flight Progress Strips for Recording Weather Information	Note pad and flight progress strips	for recording weather information	Destroy after 3 months or when information is entered in operations log or is received by teleautograph, teletype, or other weather dissemination system. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Administration at Preparing Activities	letters of agreement and operations letters	adminsistration at preparing activities	Destroy 1 year after superseded or rescinded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Administration at Monitoring or Reviewing Activities	letters of agreement and operations letters	administration at monitoring or reviewing activities	Destroy when superseded or rescinded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.01	Facility Operating Instructions	facility operating instructions	at preparing or monitoring activities	Destroy 6 months after superseded or rescinded, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

6.00	Air Traffic System (ATS) Analysis Program	unit reports and related correspondence	at other than HQ USAF and HQ AFFSA	destroy on receipt of succeeding report or when reported action items are completed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Air Traffic System (ATS) Analysis Program	unit reports and related correspondence	at HQ USAF and HQ AFFSA	destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	ATS Analysis Program Analysis Summary Reports	summary reports	ATS analysis program and analysis summary reports	Destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.01	ATS Analysis Program Analysis Checklists, Operational Evaluation Worksheet	checklists, worksheets	ATS analysis program analysis checklists, operational evaluations worksheets	Destroy when related report is prepared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Ops and Aircraft/crew Status, ATC Qrtrly Summary Report at HQ USAF, Data on Hazardous Air Traffic Reprts at NAF/MAJCOM	monthly aircraft/aircrew operational status reports containing data on aircraft status and utilization by type, mission, and flying hours expended; data on aircrew authorized/assigned and qualifications; and similar information; ATC quarterly summary report; data that relates to hazardous air traffice reports (see also Tables 91-4 and 91-5)	At HQ AFCA; at HQ USAF; at NAF/MAJCOM	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	ATC Ooperations at HQ AFFSA and all other activities	ATC operations reports containing traffic count data and daily aircraft status	at HQ AFFSA and all other activities	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	ATC Quarterly Summary Report at MAJCOMs and Below	ATC quarterly summary report	at MAJCOMs and below	Destroy after 4 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Data That Relates to	data that relates to hazardous	at unit level	Destroy after 6

	Hazardous Air Traffic Reports at Unit Level	air traffic reports (See also Tables 91-4 and 91-5)		months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Data That Relates to Hazardous Air Traffic Reports at HQ USAF and HQ AFFSA	data that relates to hazardous air traffic reports(see also Tables 91-4 and 91-5)	at HQ USAF and HQ AFFSA	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
24.00	Minutes of Meetings	minutes of ATC board meetings and related correspondence	a special collection maintained in addition to, but not duplicative of the board/committee case files in Table 38-5	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
25.00	Operational Evaluations	operational evaluations	individual reports and related papers, NOTAM systems, pilot-to-forecaster service flight evaluations, ATS facility monitor reports, mission records, and other pertinent data	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
28.00	Operational Evaluations Tape Recordings	recordings	operational evaluations tape recordings	Destroy data after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 13-7

CIVIL AVIATION AND MILITARY FLIGHT PLAN RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	International Civil Aviation Organization (ICAO) and Interagency Group on International Related Papers	records of national policy on subjects introduced as the US position in the ICAO, agenda of meetings, status reports, lists of international agreements, indexes of publications, standards and recommended practices for civil aviation operations, and special project files	at HQ USAF	Retire as permanent. AUTH: N1-AFU-84-40 See Note Number: 6, 214
2.00	ICAO and IGIA Extra, Reference or Copies Requiring No Action	extra or reference copies or records	requiring no action or comments	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Flight Plans	documents required for all flights in USAF aircraft, such as military and international flight plans, with required attachments; weather briefings; pilot flight plan and log,	related to aircraft conducting training missions and are not	Destroy after 3 months. AUTH: N1-AFU-90-3

		or command-approved substitute, with any plan changes; related correspondence; and as appropriate, copies of FAA flight plans, ICAO flight plans (FLIP Planning III), or United States Air Forces in Europe (USAFE) flight plan, and Weight and Balance Clearance Form F	involved in any aircraft accident, incident, or ATC deviation	See Note Number: 91, 212, 213, 214
4.00	Flight Plans Aircraft Involved in an Accident, Incident, or ATC Deviation	flight plans aircraft	involved in an accident, incident or ATC deviation	Destroy 1 year after appropriate investigation is complete. AUTH: N1-AFU-90-3 See Note Number: 91, 212, 213, 214
7.00	Air Traffic System (ATS) Analysis Program at HQ USAF and HQ AFFSA	unit reports and related correspondence	at HQ USAF and HQ AFFSA	Destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 13-8

FLIGHT OPERATIONS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Terminal Instrument Procedures (TERPs)	source records of approach and departure procedures, including charts, maps, sketches, photographs, drawings, and related data	from Air Force activities, FAA, and other government agencies	Destroy 3 months after superseding records are incorporated into a flight information publication (FLIP). Send to gaining activity when responsibilities are transferred. AUTH: N1-AFU-87-34 See Note Number: 94, 212, 213, 214
1.01	TERPS at Automating Agencies, supporting background material, Obstruction Data and Summary, Master Maps	Terminal Instruments Procedures (TERPS), plans letters reports and related correspondence; data; TERPS Master Maps	automating agencies; supporting/affecting TERPS procedures; TERPS automation data summary and obstruction data; generated from obstruction data forms	Destroy when superseded or obsolete. Send to gaining activity when responsibilities are transferred. AUTH: N1-AFU-87-34 See Note

				Number: 93, 212, 213, 214
5.00	Changes to Aircrew Standardization Manual Approved Changes at Initiating Activities	change to aircrew standardization manual approved changes	at initiating activities	Destroy after inclusion in published directives. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Changes to Aircrew Standardization Manual Disapproved Changes	changes to aircrew standardization manual disapproved changes	at initiating activities	Destroy 1 year after notification of disapproval. AUTH: N1-AFU-90-3. See Note Number: 212, 213, 214
6.01	Chngs to Aircrew Stndrdztn Man. Dis/Appr Chngs at Mont. Actvties, Flght Authrztns, Cmd's Ops Rprt Sys BEELINE, Arcrft Arr/Dep	changes to aircrew standardization manaula approval/disapproved changes, reports, flight authorizations; flight logs (in/out bound) master clock error and rate records, and similar forms relating to transient or local aircraft flights	at monitoring activities; record copy of each authorization issued under AFI 11-401, Flight Management, with background material such as requests, amendment, etc., including justification when required on special authorizations; records of telephone conversations, messages, letter reports, and supporting data; used to provide identification of aircraft by tail numbers and type, base last departed, destination, actual time of arrival/ departure, fuel reserve, and similar data	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Airbase Runway Traffic Reports of Landings and Takeoffs	reports	airbase runway traffic reports of landings and takeoffs	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Airborne Launch Control System	status and flight logs used to record significant events	occurring during alert tours or flights	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Electronic Warfare Systems	electronic warfare systems	mission logs that support management requirements	Destroy 30 days after end of FY in which mission was performed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Electronic Warfare	logs	electronic warfare systems	Destroy 30 days

	Systems Mission Logs that Do Not Support Management Requirements		mission logs that do not support management requirements	after training period in which accomplished. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.01	Electronic Warfare Systems Mission Logs that Record Mission Performance	logs	electronic warfare systems mission logs that record mission performance	Destroy 10 days after month in which accomplished. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.02	Electronic Warfare Systems Training Accomplishment/ Reliability Summaries and Analysis Records	electronic warfare systems training accomplishment/reliability summaries and analysis records	electronic warfare systems mission logs	Destroy 6 months after completion of training period. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Aerial Gunnery Activity	forms that record gunnery training, including accomplishments	also support management requirements	Destroy 12 months after training period in which accomplished. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.01	Forms that Score/Record T-1 Trainer Mission Performance	forms	forms that support management requirements	Destroy 90 days after training period in which accomplished or when no longer needed to support management requirements, whichever is later. AUTH: N1-AFU-90-3
21.02	Mission Planning/Activity Reports and Flight Evaluators' Scoring Records	records	record training and support management requirements	Destroy 30 days after month in which accomplished or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3.
22.00	Operational Support Airlift	letters, messages, reports, or mission folders reflecting requested, nonsupported and supported airlift requirements, and messages and letters exchanged between units and commanders to report status, progress, and history of missions	at MAJCOMs/FOAs, preparing and intermediate activities	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-88-45 See Note Number: 212,

				213, 214
24.00	Navigator's Log, Radar Photo-Scored Bomb Runs	forms and comparable records used for maintenance of navigation proficiency; reports used to list photo interpreter proficiency in scoring bomb impact points	at MAJCOMs/FOAs, preparing and intermediate activities; from radarscope photography	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
25.00	Report of the Navigation Mission	reports of the navigation mission	at MAJCOMs/FOAs, preparing and intermediate activities	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
26.00	Investigative Forms and Comparable Records Required to Reconstruct Flight	investigative forms and comparable records required to reconstruct flight	at MAJCOMs/FOAs, preparing and intermediate activities	Destroy with the investigative files to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
27.00	Navigation Work Forms	standardized forms of general use	at MAJCOMs/FOAs, preparing and intermediate activities	Destroy after data is entered on the navigator's log or when form is superseded by form containing updated calibrations. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
31.00	Radar Target Plates	base plate charts and radar prediction negatives; target plates and pertinent history forms	for combat sorties, RBS sites, or other areas as required	Destroy when obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
34.00	Unit Standardization/ Evaluation	reports reflecting findings given flying units and those nonflying units directly involved in aircrew training	at evaluating or approving activities	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
35.00	Unit Standardization/ Evaluation at Evaluated and Monitoring Activities	unit standardization/evaluation	at evaluated and monitoring activities	Destroy 1 year after complete action has been taken. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
36.00	Unit Standardization/ Evaluation at Other Activities	unit standardization/evaluation	at activities other than Rules 34 and 35	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note

				Number: 212, 213, 214
37.00	Informational Background Material	informational background material	collected during an evaluation	Destroy on completion of analysis. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
38.00	Flight Crew Information File (FCIF)	correspondence and forms disseminating information to aircrew members	at flying units	Destroy 6 months after superseded or rescinded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
38.01	Aircrew Publications Control	forms: publications control record on each aircrew member; receipt for standardization publications	at units of assignment/ attachment	Destroy when aircrew member is upgraded, transferred or separated, or when form is superseded, obsolete, worn out and replaced, or when no longer needed, whichever is applicable. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
38.02	Aircrew Publications Control Log	control logs	Aircrew Publications	Destroy when all entries are cleared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
39.00	Aircraft Flight Data	aircraft flight data	recordings of in-flight operating data removed from aircraft	Destroy upon receipt of next completed tape. AUTH: N1-AFU-90-3 See Note Number: 197, 198, 212, 213, 214

Table 13-9

MISSILE SYSTEM RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Readiness Checks	readiness checks	checklists and related logs	Destroy after 1

				year or when missile is removed from inventory, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Service Records	service records	control logs for readiness checks, maintenance, and similar data	Destroy after firing or final disposal of related missile. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Intercontinental Ballistic Missile (ICBM) Code/Targeting System	Intercontinental Ballistic Missile (ICBM) Code/Targeting System	unit master records (UMR), verify word/communication mode selector control (CMSC)/ launch switch key verification; command data buffer (CDB) targeting materials; and United States Strategic Command (USSTRATCOM) forms: code component hand receipt and airborne launch control system (ALCS) code material receipt	Destroy when superseded or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.01	ICBM Code/Targeting System Other Forms	other forms	form records not covered in Rule 3	Destroy 1 year after completion of the following code change. AUTH: N1-AFU-89-11 See Note Number: 212, 213, 214
3.02	USSTRATCOM Form Records	USSTRATCOM form records	certification/ decertification and code handler training	Destroy 1 year after individual has been decertified. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Missile Alert Duty Orders	missile alert duty orders	original copies of alert requirements	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Duplicate Copies of Alert Requirements	copies	duplicate copies of alert requirements	Destroy on completion of duty tour. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Missile Crew Log	logs	completed crew logs	Destroy after 1 year or when no longer needed,

				whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 13-10

AVIATION RESOURCE MANAGEMENT SYSTEM (ARMS)

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	ARMS Database	daily and weekly ARMS Data backup and Operational ARMS Data Warehouse	at Standard Systems Group	destroy after 30 days. AUTH: N1-AFU-03-11 See Note Number: 212, 213, 214
1.01	Data Warehouse Flying Hours Archives	daily and weekly ARMS data backup and Operational ARMS data warehouse	at Standard Systems Group	destroy after 30 years. AUTH: N1-AFU-03-11 See Note Number: 212, 213, 214
2.00	AFTO 781, Arms Aircrew/Mission Flight Data, AF Form 3520, Aircrew/Mission Flight Data Extract and Source Documents	Original AFTO Form 781, ARMS Aircrew/Mission Flight Data Document, AF Form 3520, Aircrew/Mission Flight Data Extract, and source documents for AF Form 1520	at the Host Aviation Resource Managment (HARM) Office	Destroy 56 years after end of fiscal year. AUTH: N1-AFU-86-23 See Note Number: 212, 213, 214
3.00	Source Documents for AFTO Form 781, Arms Aircrew/Mission Flight Data	NASA Flying Hour Logs, Foreign or other military service flight activity documents, or any other flying hour documents used to log time on AFTO Form 781 and flight authorizations	at the Squadron Aviation Resource Management (SARM) or HARM Offices	destroy after 2 years and one month. AUTH: N1-AFU-03-11 See Note Number: 212, 213, 214
4.00	AF Form 1887 ARMS Aeronautical Order (AO) or Computerized Aeronautical Order Master Record Set (Original)	Aircrew, parachutist, operational support and non-interference members authorization to participate in flight/jump activity, entitlement to incentive pay, and were of aeronautical rating and badges.	at the HARM office	destroy after 56 years. AUTH: N1-AFU-95-5 See Note Number: 212, 213, 214
5.00	AF Form 1887, ARMS Aeronautical Order or Computerized Aeronautical Order (Copy)	aircrew, parachutist, operational support and non-interference members authorization to participate in flight/jump activity, entitlement to incentive pay, and wear of aeronautical rating and badges	at the HARM office	File in the individual flight/jump record folder copy in the flight Record Folder (FRF) or Jump Record Folder (JRF). AUTH: N1-AFU-03-11 See Note Number: 212, 213, 214
5.01	Cockpit/Crew Training	skills training/evaluation forms, i.e., AF Form 4031	at MAJCOMs	Destroy 6 months after semi-annual cutoff. N1-AFU-00-11

				See Note Number: 212, 213, 214
6.00	AF Form 1887, ARMS Aeronautical Order or Computerized Aeronautical Order (HQ AFPC)	microfiche or electronic copies of AOs	at HQ AFPC	Destroy after 56 years. AUTH: N1-AFU-03-11 See Note Number: 212, 213, 214
7.00	Source Docs, AF 1522, ARMS Output, Military Pay Records, Daily Register of Transactions, Training Info, Sonic Boom Info	consisting of badge applications, TDY/PCS orders, in-processing sheets, interface data, recording of training accomplishment, suspense file copies of AF Form 1373, MPO Document Control Log - Transmittal and copy of the MPO, Daily Register of Transactions (DROT) or financial equivalent that shows each transaction forwarded to DFAS-DE-JUMPS, Mission/Training Accomplishment Forms listing training events where crew members log their mission training accomplishments for entry in ARMS, Flight pay entitlement verification (or browser equivalent) listings, Fly pay control document; ASC Conditional entitlement flying hours; Acknowledge report and PCS products (IDS, FHR, and IFR), Individual mission or training accomplishment reports, end of month copies of the individual training summaries, flying time maximum reports, training profile master listing, training profile assignment listing, and Unit Currency Summary or ADHOC equivalent, AF Form 121 that relates to specific sonic boom activity logged by aircrew at time of occurrence, log of Sonic Booms	at the HARM/SARM office and/or at member's duty station	destroy after 2 years. AUTH: N1-AFU-03-11 See Note Number: 212, 213, 214
8.00	AF Form 5, Individual Filght Records (HARM Office)	Individual Flight Record Folder copy of 1945-1967 AF Form 5, Individual Flight Records-Pilot; AF Form 5a, Individual Flight Record-Aircraft Observer	at the HARM office	File in the FRF. AUTH: N1-AFU-03-11 See Note Number: 212, 213, 214
9.00	AF Forms 1520/1521/142/922, Military Pay Orders, Certificates of Jump Training, Other Aviation/Parachutist Svc Actions	Individual FRF tracking of all conditional flight time for entire aviation career and application of conditional flying hours for HDIP, conditional ACIP/CEFIP entitlement, Individual JRF tracking of all JUMP accomplishments and application of JUMP for pay entitlement, source documents used and AF Form 1521; and source documents and AF Form 922, ARMS Individual JUMP Records, AF Form 142, Aviation Service Worksheet	at the HARM office and conditional ACIP/CEFIP entitlement	File in the Jump Record File (JRF) or Flight Record File (FRF) AUTH: N1-AFU-03-11 See Note Number: 212, 213, 214

		manual audit FRF copy and pre-ACI 1999 historical Air Battle Manager and Career Enlisted Aviator Historical copies, FRF or JRF file copies of the military pay order DD Form 114 or AO used to initiate or terminated Aviation Career Incentive Pay (ACIP), Career Enlisted Flying Incentive Pay (CEFIP), Flying Hazardous Duty Incentive Pay (HDIP), or JUMP HDIP, As pertains to completion of airborne and military free fall and jump masters schools, flying activity waivers, or other waivers/messages pertaining to an individual's aviation or parachutist service		
14.00	Source Documents for AF Form 1522	Accomplishment forms from outside agencies, certificates of training, and instructor logs of student class roster used to record attendance	at SARM	Destroy when no longer needed. AUTH: N1-AFU-86-23 See Note Number: 212, 213, 214
15.00	AF Form 196, Parachutist Badge Application	AF Form 196 Parachutist Badge Application used to submit for award of parachutist badges	at the HARM office	Destroy after 2 years AUTH: N1-AFU-86-23 See Note Number: 212, 213, 214
21.00	Arms Output (HARM Office)	Aircraft Investigation Products to include IDS, Fly History, and IFR for investigation	at HARM Office	Destroy after 2 years. AUTH: N1-AFU-86-23 See Note Number: 212, 213, 214
22.00	ARMS Output Operations Systems Management, etc. (HARM Office)	Operations systems management; Aviation Service Period Suspense Listing; Headquarters Operations Resource Information Management Audit List; HQ Operations Resource Information Systems Report; HQ Allocation Recap listings; MilPDS interface listings	at HARM office	Destroy after 3 months. AUTH: N1-AFU-86-23 See Note Number: 212, 213, 214
24.00	ARMS Output, Flying Activity Update Summary, Audit List etc. (SARM or HARM Offices)	flight time and jump update summaries; HQ Allocation Recap, training update audit listing of daily training transactions to ARMS	at SARM or HARM Office	Destroy after 2 months. AUTH: N1-AFU-03-11 See Note Number: 212, 213, 214
25.00	ARMS Output, Individual Data Summary, etc. (HARM Office)	Individual data summary (IDS), flying history records (FHR)(and jump equivalent), individual flight record (IFR) (and jump equivalent); Entitlement status verification; 120 day notification letter; and quarterly jump record	at HARM Office	Retain annual and PCS, SEP or RET IDS/FHR/IFRs, 30 Sep 91, IDS, and ARMS conversion products in the FRF/JRF. AUTH: N1-AFU-03-11 See Note Number: 212, 213, 214
25.01	IDS/FHR Inquiries	forms and backup information gathered during the inquiry	no longer relevant	Destroy inquiries IDS/FHRs, when no

				longer needed. AUTH: N1-AFU-03-11 See Note Number: 212, 213, 214
26.00	ARMS Output, Individual Flight Data, etc. (SARM Office)	individual flight time summaries; or other ADHOC ORACLE discover developed reports	at SARM Office	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-03-11 See Note Number: 212, 213, 214
28.00	ARMS Output, Unit Training Status Summary; etc. (SARM Office)	Unit Training Status Report, Aircrew Experience Report, and all other training reports not listed	at SARM office	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-31 See Note Number: 212, 213, 214
34.00	Certificates of Aircrew Qualification (Unit Level Copies)	AF Form 8 that relate to individuals qualification, filed in Flight Evaluation Folder (FEF)	copies at unit level Standard Evaluation Office	File in the FEF. AUTH: N1-AFU-03-11 See Note Number: 212, 213, 214
35.00	Record of Evaluation (Unit Level Copies)	AF Form 942, Record of Evaluations to track specific aircrew qualification history	copies at unit level Stan Evaluation Office	File in member's FEF. AUTH: N1-AFU-03-11 See Note Number: 212, 213, 214
36.00	Flight, Jump or Flight Evaluation Record Folders (FRF/JRF/FEF)	Individual flight and jump record data (historical IDS, FHR, IFRs, and entitlement status notification letter), AF Forms 142, 1042, 702, 922s, Aeronautical orders, records in FRF/JRF/FEF reflect history of member's flying/jump and aircrew qualification experience, aviation/parachutist service actions, and incentive pay entitlements; provide legal justification and authority for flight/parachutist management actions relating to individual participation in Air Force flying activities; and may contain record(s) accounting for disclosure(s) of documents under the Privacy Act	on rated career enlisted aviators, non-rated aircrew members engaged in flying duties or parachutis members on valid aeronatuical orders at HARM, except the FEF when an aircrew member is on active status it is maintained in the SARM, otherwise it is maintained in HARM	When member changes station, give member his/her file to hand-carry to gaining HARM office; forward any subsequently received related documents to the gaining HARM office. AUTH: N1-AFU-86-23 See Note Number: 212, 213, 214, 337, 338, 648, 649
37.00	Flight, Jump, or Flight Evaluation Record Folders when Member is Disqualified for Flying Duties	Individual flight and jump record data (historical IDS, FHR, IFRs, and entitlement status notification letter), AF Forms 142, 1042, 702, 922s, Aeronautical orders, records in FRF/JRF/FEF reflect history of member's flying/jump and aircrew qualification experience, aviation/parachutist service actions, and incentive pay entitlements; provide legal justification and authority for flight/parachutist management actions relating to individual	at HARM office	When a member is disqualified or jump duty terminated, release member's record to him/her 5 years after disqualification or termination of jump duites. Exception: Release FRF to an operational support member when member has not been active for one year. AUTH: N1-AFU-03-11

		participation in Air Force flying activities; and may contain record(s) accounting for disclosure(s) of documents under the Privacy Act.		See Note Number: 212, 213, 214, 338, 649
38.00	Flight, Jump, or Flight Evaluation Record Folders when Member is Separated or Retired from Service	Individual flight and jump record data (historical IDS, FHR, IFRs, and entitlement status notification letter), AF Forms 142, 1042, 702, 922s, Aeronautical orders, records in FRF/JRF/FEF reflect history of member's flying/jump and aircrew qualification experience, aviation/parachutist service actions, and incentive pay entitlements; provide legal justification and authority for flight/parachutist management actions relating to individual participation in Air Force flying activities; and may contain record(s) accounting for disclosure(s) of documents under the Privacy Act	at HARM office	When a member is separated or retired from service, release member's file to him/her. When a member cannot be located, mail the record to member's home of record; if file is returned, hold for 3 years and then destroy. AUTH: N1-AFU-03-11 See Note Number: 212, 213, 214, 338, 648
39.00	Flight, Jump, or Flight Evaluation Record Folders when Member is Missing in Action	Individual flight and jump record data (historical IDS, FHR, IFRs, and entitlement status notification letter), AF Forms 142, 1042, 702, 922s, Aeronautical orders, records in FRF/JRF/FEF reflect history of member's flying/jump and aircrew qualification experience, aviation/parachutist service actions, and incentive pay entitlements; provide legal justification and authority for flight/parachutist management actions relating to individual participation in Air Force flying activities; and may contain record(s) accounting for disclosure(s) of documents under the Privacy Act	at HARM Office	When member is reported as missing in action, captured, or interned, send file on rated member to MPF for inclusion in member's master personnel records group, pending final dispositon from AFPC. When member returns to duty, send record to member's gaiing HARM. AUTH: N1-AFU-03-11 See Note Number: 212, 213, 214, 338, 649
40.00	Flight, Jump, or Flight Evaluation Record Folders when Member is Reported as Deceased	Individual flight and jump record data (historical IDS, FHR, IFRs, and entitlement status notification letter), AF Forms 142, 1042, 702, 922s, Aeronautical orders, records in FRF/JRF/FEF reflect history of member's flying/jump and aircrew qualification experience, aviation/parachutist service actions, and incentive pay entitlements; provide legal justification and authority for flight/parachutist management actions relating to individual participation in Air Force flying activities; and may contain record(s) accounting for disclosure(s) of documents under the Privacy Act	at HARMS Office	When member is deceased, his/her file becomes personnal effects; dispose of per AFI 34-244. AUTH: N1-AFU-03-11 See Note Number: 212, 213, 214, 338, 649

41.00	Aircrew Waivers	Waiver requests (approvals or denials) to flying requirements or procedures prescribed in AFIs 11-202, 11-401, 11-402 for aircrew or parachutist and their flight/and or jump duties	at HARM or SARM office (when applicable)	Return to member when no longer valid, all except 2 most recent years. AUTH: N1-AFU-86-23 See Note Number: 212, 213, 214
42.00	Approval of Contractor Operating Procedures and Flight Crews	Contractor crew member flight and crew member qualification record, and related documentation	at HARM or SARM office (when applicable)	Destroy 90 days after contract terminated or sooner if requirement to fly is canceled. AUTH: N1-AFU-86-23 See Note Number: 212, 213, 214
43.00	Flying Evaluation, Faculty, Aircrew Evaluation, or Aeronautical Rating Boards	Board proceedings and supporting records, such as physical and psychiatric exams, major aircraft accident and other reports, orders suspending aircrew member from returning him/her to flying status	MAJCOM Aviation Management office	Destroy case files after 5 years. AUTH: N1-AFU-03-11 See Note Number: 212, 213, 214

Table 13-11

SEARCH AND RESCUE (SAR) MISSION RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Mission Reports and Combat Related Records	narrative reports and message reports of opening, supplemental, reopening, and closed or suspended missions with related correspondence, pertaining to combat and noncombat area missions those which have wide media coverage, involve U.S. or foreign dignitaries, international flights, terrorism, or similar missions having historical research interest; those which ahve wide media coverage, involve U.S. of foreign dignitaries, international flights, terrorism, or similar misions having historical research interest, monthly mission summary reports, log books of combat	at Rescue Coordination Center(RCC) for combat area missions, other than routine nature	Retire as permanent. AUTH: N1-AFU-91-46 See Note Number: 6, 214, 341
1.01	RCC and Operating Units for Closed Noncombat Area Missions Other than Rule 1.3	RCC and operating units	for closed noncombat area missions	Destroy 7 years after mission is closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 341
1.02	At Rescue Coordinating Center (RCC) and Operating Units for Suspended Noncombat Area	RCC and operating units	for suspended noncombat area missions	Hold in office for 7 years after mission is suspended, then destroy. AUTH: N1-

	Missions Other Than Rule 1.3			AFU-90-3 See Note Number: 212, 213, 214, 341
3.01	Closed or Suspended Missions, Incident Forms	closed or suspened missions, incident forms pertaining to search and rescue	at other units, emergency locator transmitters not included in rules 1 through 1.02	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Monthly Mission Summary Reports	form reports and related records	other than those in Rule 4.1	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Operations Logs	log books of all mission activities except Rule 6.1	at RCCs	Destroy after 7 years. AUTH: N1-AFU-91-46 See Note Number: 212, 213, 214

Table 13-12

(RESERVED)

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
No rules exist for this table.				

Table 13-13

AIRCREW PERSONAL AUTHENTICATION

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Personal Authenticator Card	card form for aircrew members/individuals who may be subject to action in or over hostile territory	at operating units	Destroy on reaccomplishment of a new form, on termination of or separation from military service, or when individual is no longer subject to action in or over hostile territory. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 13-14

SEARCH AND RESCUE (SAR) AGREEMENTS AND SUPPORT RECORDS

R	A	B	C	D

U L E	If the records are or pertain to	consisting of	which are	then
1.00	Agreements	formal agreements with any modifications and related records concerning SAR operations involving foreign, federal, state, local, and private agencies	made by SAR coordinator with foreign SAR authorities only on operational or technical matters at Federal SAR coordinator	Destroy 1 year after agreement is terminated or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 377
2.00	SAR Support Control Records	SAR Support Control Records	lists of agencies involved in SAR operations and the location of their SAR facilities	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 13-15

GROUND RADAR AND TRAFFIC CONTROL AND LANDING SYSTEMS (TRACALS) EVALUATION

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Quality Control Reports	detection performance data, quality control chart, and quality control inspection sheets and comparable records used to record equipment performance	at sites	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Quality Control Reports at Monitoring HQ and Any Other Locs, Eval Reports, Tech Records Used as a Database for Reports	quality control reports, evaluation reports, technical records used as a database for reports	at monitoring headquarters and any other locations	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Station, System, and Special Evaluation Reports	station, system and special evaluation reports	at sites and monitoring headquarters	Destroy on inactivation or when superseded by new report, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Ground Radar Station Reports	ground radar station reports	continuous evaluation original reports	Destroy 1 year after end of the year in which last entry is made. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Reports Consolidated in Command Periodic	reports consolidated	in command periodic reports	Destroy 3 months after end of report

	Reports			period. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 14-1

INTELLIGENCE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Indexes or Accession Lists Based on USAF Intelligence Production Activities	manual or machine-produced subjective, regional, country, or similar indices or accession lists of raw finished intelligence used for research, identification, and location purposes, and prepared by USAF intelligence	based on USAF intelligence production activities or their finished intelligence products	Retire as permanent with the records to which they pertain. AUTH: NC1-AFU-80-8 See Note Number: 214
2.00	Indexes or Accession Lists Based on Intelligence Research or Library-Type Activities	indexes or acession lists based on intelligence research or library-type activities	intelligence holdings on raw and finished intelligence products of other activities	Destroy or delete with related records, or when no longer needed, whichever is sooner. AUTH: GRS23, ITEM9 See Note Number: 212, 213, 214
3.00	Special Indexes or Bibliographies	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 See Note Number: 212, 213, 214
4.00	Special Indexes or Bibliographies Information Copies	special indexes or bibliographies	Rule 3 information	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Intelligence Record Dissemination	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 See Note Number: 212, 213, 214
6.00	Joint and External Committee	records	joint and external committee membership	See Table 38-5 Committee and

	Membership			Board Records AUTH: N1-AFU-90-3 See Note Number: 214
7.00	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	Retire as permanent. AUTH: N1-AFU-96-3 See Note Number: 2, 3, 214
8.00	Sensitive Compartmented Information (SCII) Non-disclosure Agreements (NDA)	DD Form 1847, Sensitive Compartmented Information Indoctrination Memorandum, or similar forms	at 497 IG/INSB	Destroy after 70 years. AUTH: GRS 18, Item 25a See Note Number: 212, 213, 214

Table 14-2

COLLECTION RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	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	Destroy when microfilm is determined adequate substitute. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Raw Intel Info Copies not at HQ USAF, Collection Guidance Not to be Returned y Current DIA Manuals	raw intelligence information copies, collection guidance	at other than HQ USAF, not directed to be returned by current DIA manuals	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Raw Intelligence Source and Raw Material	such as photographs, messages, and other intelligence	accumulated by originators and used in preparing Department of Defense (DOD) intelligence information reports	Destroy 1 year after completion of report. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Collection Requirements	correspondence and records pertaining to levy and collection action (for which the Defense Intelligence Agency [DIA] is the office of record)	at HQ USAF	Destroy 1 year after cancellation or completion. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Collection Requirements at Originating Elements	collection requirements	at originating elements	Destroy 3 years after cancellation or completion. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

6.00	Collection Requirements Action Information Sets at Field Collection Activities	collection requirements action information sets	at field collection activities	Destroy 90 days after cancellation or completion. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Proposals for Collection of Intelligence	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 See Note Number: 212, 213, 214
8.00	Collection Operations	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. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Collection Devices Projects	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 See Note Number: 212, 213, 214
10.00	USAF Name Registry	record on persons for whom the Air Force has responsibility	records recorded on microfilm	Destroy or delete with related record. AUTH: GRS 23, ITEM9 See Note Number: 212, 213, 214
11.00	USAF Name Registry Individual Files	files	USAF name registry individual files	Destroy when inactivated or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Collection Guidance	DIA manuals, instructions, and guidance letters accumulated at all USAF activities and listed in AFIND-4, Department of Defense (DOD) Chairman of Joint Chiefs of Staff (JCS) and the Joint Staff, Interservice Publications, Combined Publications, Air Force Contract Requirements documents (AFCRD), and Miscellaneious Federal Government and Commerical Publications	directed to be returned by current DIA Manuals	Request disposition instructions from Air Force Information Systems Architecture (HQ AFISA). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Collection Guidance 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
19.00	Collection Guidance Information Copies	copies	collection guidance information copies	Destroy when superseded or rescinded.

				AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Electronic Intelligence (ELINT) Data Reduction	Electronic Intelligence (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 See Note Number: 212, 213, 214
21.00	ELINT Master Intercept Tapes	ELINT Master Intercept Tapes	maintained for ELINT data processer (EDP) to provide complete updated records of intercepts	Destroy 4 years from date of intercept. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.00	Subsidiary Punched Cards	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 See Note Number: 212, 213, 214
23.00	Subsidiary Punched Cards - Other Copies	subsidiary punched cards - other copies	not covered in Rule 22	Destroy after 3 years or when transcription to computer tape has been accomplished. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
24.00	Blood Chits	reports	pertaining to lost blood chits	Destroy 1 year after release from accountability. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
25.00	Blood Chits Inventory Reports	reports	blood chits inventory reports	Destroy when superseded. AUTH: N1-AFU-90-3. See Note Number: 212, 213, 214
26.00	Optical Intelligence (OPTINT) Apollo Range Instrumentation Ships (ARIS) and Packed Data Tapes/Film	Photographic film and prints, paper analogs, and microfilm, packed data tapes and film including from Optical Intelligence (OPTINT)	packed data tapes and film stored at Air Force Eastern Test Range, Patrick AFB FL, retained by Foreign Technology Divison, aerospace defense center packed - data tapes	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 See Note Number: 212, 213, 214
28.00	Telemetry Intelligence (TELINT)	Telemetry Intelligence (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 See Note Number: 212, 213, 214
29.00	TELINT Magnetic Tape, RADINT ARIS - Packed Data Tapes	tapes	TELINT magnetic tapes, or RADINT ARIS - packed data tapes	Degauss tapes after annual review. An absolute minimum of classical mode quality will be held

				for 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
30.00	Radar Intelligence (RADINT)	Radar Intelligence (RADINT)	over-horizon detection (OHD) packed-data tapes	Degauss/destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
33.00	Photographic Intelligence (PHOTINT)	Photographic Intelligence (PHOTINT)	filmed test events, data on paper analogs, magnetic tapes, and photographs	Destroy filmed test events after 10 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
33.01	PHOTINT Duplicate Film	film	PHOTINT duplicate film	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
34.00	Intelligence Debriefs and Related Files on Prisoners of War (POW), Combat Escapees and Evaders, Peacetime Captives, Internees	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 Survival, Evasion, Resistance, and Escape (SERE) Support Agency (HQ USAF)	Retain pending approval of disposition authority. AUTH: N1-AFU-90-3
35.00	Intelligence Debriefs at Air Force Historical Research Agency (AFHRA)	intelligence debriefs	at Air Force Historical Research Agency (AFHRA)	Retain pending approval of disposition authority. AUTH: N1-AFU-90-3
36.00	Intelligence Debriefs at Other Activities	intelligence debriefs	at Air Force activities other than Rules 34 and 35	Retain pending approval of disposition authority. AUTH: N1-AFU-90-3

Table 14-3

INTELLIGENCE ESTIMATE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	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. AUTH: NC1-AFU-80-8 See Note Number: 6, 214
2.00	Intelligence Information Copies and Intelligence Reference Records not at HQ USAF	copies, intelligence reference records	intelligence estimates information copies, information copies, including copies of intelligence reports produced by other agencies, reference records not at HQ USAF	Destroy when superseded, rescinded, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212,

				213, 214
3.00	Intelligence Contributions and Estimates	data	data supporting an Air Force contribution to the national or joint estimate	Destroy after 5 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	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. AUTH: NC1-AFU-80-8 See Note Number: 214
6.00	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	Permanent. AUTH: N1-341-00-01
7.00	Intelligence Reference Records at HQ USAF	printed or processed materials, photographs, or maps accumulated at any organizational level as a reference file or for library intelligence research purposes	produced by other national intelligence agencies, DIA, unified and special commands, or by USAF activities for departmental level	Destroy 5 years after record is superseded or rescinded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 14-4

INTELLIGENCE POLICY AND PLANNING RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Policy Directives and Copies, Planning, Production Planning Support	nonstandard publications and letters that are directive in nature, which establish principles for all USAF intelligence (USAFINTEL) components of unified and specified commands, and the USAFINTEL series, policy directives, plans, production planning support, production surveys and studies, program monitering, and collectino planning data system reports incident to development and support production planning	record sets at HQ USAF, policy directives that are information copies, HQ USAF plans, directives, communications, and supporting records relating to implementation of DIA plans and development of USAFINTEL responsibilties, missions and organization	Disposition pending... AUTH: Unscheduled See Note Number: 212, 213, 214
6.00	Annexes to Joint, Command, Operations, and Wartime Planning at HQ USAF	annexes to joint, command, operations and wartime planning	for monitoring purposes and/or coordination	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214
7.00	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), USAF representation on the NDPC, approval and denial by the NDPC of requests for exception surveys of foreign governments conducted by NDPC representatives, related papers, 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, the disclosure of military information	at HQ USAF, or any USAF level with disclosure authority, 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	Destroy after 10 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Disclosure of Mil Info to Foreign Governments and International Organizations Disclosure of Unclassified Info and Copies	disclosure of military information	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, copies which are maintained below MAJCOM pertaining to Rules 9 and 10	Destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Receipts for Records Released to Reps of Foreign Nations, Contract Development and Monitoring, Production Expenditures	signed receipts for records released to accredited representatives of foreign nations, documentation of implementation, contract development, substantive monitoring, 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, project or task case files, production expenditures	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. (See Table 31-4)	Destroy after 6 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Production Expenditures	production expenditures documenting expenditures incident to administration roa routine matters or one-time requests	documenting expenditures incident to administration, consisting of reference records, machine tapes, reports, briefings, records that establish production policy, planning, or procedural development	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 14-5

FOREIGN NATIONALS

RUL	A	B	C	D
	If the	**consisting of**	**which are**	**then**

E	records are or pertain to			
1.00	Requests for Visits at HQ USAF, Country Files, Awards at Field Activites	requests for visits, country files, awards	requests for authorization to visit USAF installations and/or industrial facilities, degree of security classification authorized, letters of authority to visit, report of visit, and log books, containing information on countries which send represenatives to visit USAF installations, awards at field activites	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
1.01	Short Term Visit Requests	1-30 days	at other than HQ USAF	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
1.02	Long-Term Visit Requests	log-tern visit requests	1 month to 1 year	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Tour Folders at HQ USAF or MAJCOMs	tour letters, biographical sketches, itineraries, and pertinent protocol information on foreign nationals	under auspices of Office of the Secretary of the Air Force (OSAF) or Chief of Staff of the Air Force (CSAF), and HQ USAF, Inter-American Relations Program, or Military Assistance Program (MAP)	Destroy after 1 month. See Note Number: 212, 213, 214
3.00	Tour Folders Forms and Logs, Awards at HQ USAF, Accredited Attach	tour folders forms and logs, awards, a roster of service attach	at HQ USAF, record copies at originating offices	Destroy after 20 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Awards	general orders and correspondence concerning awards or recommendations for awards	at HQ USAF	Destroy after 4 years. AUTH: N1-AFU-90-3
10.00	Accredited Attach	a roster of service attach	record copies at originating offices	Destroy when superseded or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Individual Foreign Attach	accreditation paperwork, photographs, biographical data and other correspondence pertaining to individual attach	at HQ USAF	Destroy when no longer needed. AUTH: N1-AFU-87-28 See Note Number: 212, 213, 214

Table 14-6

MAPPING, CHARTING AND GEODESY (MC&G) RECORDS				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Requirement, Development Project Files	copies of requirements, submissions, guidance, studies, background information, and other information, technical data, documentary material, and background studies or reports	related to MC&G requirements, 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 See Note Number: 212, 213, 214
3.00	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 See Note Number: 212, 213, 214
4.00	Sample MC&G Products, Point Positioning Databases (PPDB)	maps, charts, photos, negatives, graphics, prototype products and any other MC&G material kept as sample products or for reference purposes, preprocessed sets of rectified and gridded photographs, reference booklets or magnetic media	PPDB held by the using agency	Destroy when no longer needed or when product is obsolete. AUTH: N1-AFU-92-18 See Note Number: 212, 213, 214

Table 14-7

DIGITAL DATA RECORDS				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Standard Digital MC&G Products, Simulator Databases	technical data, specifications, and background information, transformation information, and other records related to simulator databases	related to standard digital terrain data, feature data, maps, and other digital products, other material	Destroy when no longer needed. AUTH: N1-AFU-92-17 See Note Number: 212, 213, 214
3.00	Printed, Photo Processes, and Similarly Produced Charts and Maps	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 USAF	held by the producing activities	Destroy when no longer needed. AUTH: NC1-AFU-78-48 See Note Number: 212, 213, 214, 380
4.00	PPDB	PPDB	preprocessed sets of photographs	destroy when no longer needed in accordance with existing security regulations; forward copies of the destruction certifications to NIMA.

				AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 381
5.00	Research Reference Records	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 See Note Number: 212, 213, 214, 379

Table 14-8

FLIGHT INFORMATION PUBLICATIONS (FLIP) RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Background Materials	NOTAMs, airfield diagrams, engineering drawings, and communications	from Air Force activities, FAA, United States Coast and Geodetic Survey (USC&GS), National Oceanic and Atmospheric Administration (NOAA), and other government agencies	Destroy when no longer needed. AUTH: N1-AFU-92-20 See Note Number: 212, 213, 214
2.00	FLIPs	records related to aeronautical facilities, flight planning records, enroute high/low altitude charts, terminal FLIPs, foreign clearance guides, and similar records for USAF use	held by USAF activities	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-92-20 See Note Number: 212, 213, 214, 382

Table 14-9

GEODESY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Basic Records, Mathematical Computations	data related to conventional, magnetic, satellite, gravity, astronomic, or inertial surveys; data which may reflect observations; and data related to geodetic mathematical models, Mathematical computations	held by USAF activities, computations involved in converting or transforming coordinates between reference systems, calculating information from coordinates or earth measurements	Destroy when no longer needed. AUTH: N1-AFU-92-19 See Note Number: 212, 213, 214
3.00	Preliminary Mathematical Computations	computations	preliminary mathematical computations	Destroy preliminary computations when no longer needed. AUTH: N1-AFU-90-

				3 See Note Number: 212, 213, 214
4.00	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: NC1-AFU-78-46 See Note Number: 212, 213, 214
5.00	Geodetic or Gravity Data	data	geodetic or gravity data	Disposition pending... AUTH: UNSCHEDULED See Note Number: 212, 213, 214

Table 14-10

SENSITIVE COMPARTMENTED INFORMATION (SCI) ADMINISTRATIVE SECURITY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Computer Sys Sec Officer (CSSO) Rcds, Destruction Certs, SCI Files/Receipts/Programs/Rcds, Intelligence Rpts/Msgs	registers, logs, or retained copies of documents receipts/shipping manifests received with hard copy documents, tactical communications center (TCC) message logs, forms, correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered elsewhere in this schedule, certificates, forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified receipts and destruction certificates and documents, forms receipting by package number or similar identification for sealed packages or pouches containing SCI, a periodic specialized SCI intelligence reports, studies, including both technical and general intelligence concerning their combat application, messages disseminating SCI security education/awareness and information on existing	used to record the receipt and internal distribution of controlled documents received by a SCI facility (SCIF) regardless of the manner received; and receipts, routing location and disposition of SCI accounting the CSSO, relating to the destruction of accountable SCI documents, relating to Top Secret material covered elsewhere in this schedule, used to obtain a receipt for sealed incoming/outgoing packages to be sent by Defense Department Courier Service (DEFCOS) or other authorized courier, may result in-depth research and analysis for SCI consumers, education needs and policy awareness, used to document action taken according to DoDD 5105.21, conducted by SCI security officials	Destroy when 2 years old. AUTH: GRS 18, Item 1, 2, 3, 4 See Note Number: 220

		policy, a description of the sanitization or release action taken by a "Proper Authority." Includes memorandums of agreements, copies of sanitized records annotate with original SCI source, list or rosters showing security clearance status, security education literature, posters, lectures, etc.		
4.00	Contractor/Consultant SCI (access by visual, oral, or physical means) Records	access records showing signatures of contractor/consultants having access to individual SCI items	at CSSOs and other SCIFs	Destroy 5 years after final entry or 5 years after date of document, as appropriate. AUTH: GRS 18, Item 17a
5.00	Access to Computer Products and Programming Reports	registers and access rosters	used to record the signature and related data of persons having access to products and reports	Destroy 2 years after authorization expires. AUTH: GRS 18, Item 6
8.00	Security Violations Files	agreements subscribing to secrecy rules signed at the time of inadvertent disclosure of SCI by non-SCI indoctrinated and declared an SCI compromise by HQ USAF, DIA, National Security Agency (NSA), or Central Intelligence Agency (CIA)	exclusive of files held by the Department of Justice or Department of Defense offices responsible for making such determinations	Destroy 5 years after close of case. AUTH: GRS 18, Item 24a
11.00	Copies of Fictitious SCI used in Field Exercises, Command Post Exercises, or Training Situations	fictitious or simulated SCI products and reports	used to add realism to the exercise scenario	Destroy/delete when dissemination, revision, or updating of exercise scenario is completed. AUTH: GRS 18, Item 30b

Table 14-11

SENSITIVE COMPARTMENTED INFORMATION (SCI) PERSONNEL SECURITY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Personnel Security Access or Adjudication of Persons Filling or Nominated to Fill SCI Position	complete case files showing dates of access, adjudication data and rationale, reason for debriefing, or determining ineligible for SCI	at HQ USAF	Disposition pending... AUTH: Unscheduled

2.00	Access Requests Investigative Request and Reports	indoctrination/ debriefing reports	in status transfer authorizations, copies of personal history statements, SCI data code award/deletion	Disposition pending... AUTH: Unscheduled
3.00	Access Requests, Investigative Request and Reports Other Copies	other copies	access requests, investigative requests and reports	Disposition pending... AUTH: Unscheduled
4.00	For Cause Separation or Discharge Actions	under USAFINTEL 201-1; AFPD 31-5, Personnel Security Program Policy; and AFI 31-501, Personnel Security Program Management. Recommendations, reports, and other records concerning possible "for cause" separation actions on SCI idoctrinated persons	at HQ USAF, if not closed favorably	Disposition pending... AUTH: Unscheduled
4.01	For Cause Separation or Discharge Actions	for cause separation or discharge actions	at HQ USAF if closed favorably	Disposition pending... AUTH: Unscheduled
5.00	For Cause Separation or Discharge Actions Other Copies	other copies	for cause separation or discharge actions	Disposition pending... AUTH: Unscheduled
6.00	Absentee Case Files at HQ USAF/INSB	data on SCI indoctrinated persons listed as missing	at HQ USAF	Disposition pending... AUTH: Unscheduled
7.00	Absentee Case Files Other Copies	copies	absentee case files	Disposition pending... AUTH: Unscheduled
8.00	SCI Billet Validation Records	SCI billet validation records	records validating decisions concerning SCI billet establishment, redesignation, realignment, deletion, or change	Disposition pending... AUTH: Unscheduled
9.00	SCI Indoctrination and Debriefing Oaths	DD Forms 1847, Sensitive Compartmented Information Indoctrination Memorandum; and 1848, Sensitive Compartmented Information Debriefing Memorandum; or similar forms	at all offices if used to maintain SCI billet records	Disposition pending... AUTH: Unscheduled
10.00	SCI Indoctrination/Debriefing Materials	SCI indoctrination/debriefing materials	briefing slides, scripts, video tapes, etc.	Disposition pending... AUTH: Unscheduled
11.00	Assignment or Travel to Hazardous Areas (USAFINTEL 201-1)	documents concerning the travel of SCI indoctrinated persons	at HQ USAF	Disposition pending... AUTH: Unscheduled
12.00	Assignment or Travel to Hazardous Areas Other Copies	assignments or travel	to hazardous areas	Disposition pending... AUTH: Unscheduled
13.00	SCI Re-indoctrination	records pertaining to periodic	accomplished according to	Disposition

	Oath/Register	or special SCI reindoctrinations	USAFINTEL 201-1	pending... AUTH: Unscheduled
14.00	SCI Billet Structure (SCIBS)	monthly or periodic automated data processing (ADP) or other listings	reflecting SCIBS data required by USAFINTEL 201-1	Disposition pending... AUTH: Unscheduled
15.00	SCI Secrecy Agreements (Classified Information Nondisclosure Agreements)	SCI Nondisclosure Statements (DD Form 1847-1 or similar approved forms)	executed and maintained as active/inactive records at each Special Security Office (SSO) or by designated Special Security Representative (SSR)	Destroy when 70 years old. AUTH: GRS 18 item 25a See Note Number: 212, 213, 214, 234
16.00	SCI Secrecy Agreements Other Copies	copies	SCI secrecy agreements	Disposition pending... AUTH: Unscheduled
17.00	Special-Purpose Access (SPA) Accountability	name, rank, Social Security Number (SSN), access, dates, purpose, and organization	at all servicing system security offices (SSO) and MAJCOM SSOs	Disposition pending... AUTH: Unscheduled
18.00	Access Certifications for Foreign Visits/Visitors	all access certification documentation pertaining to foreign visits	at HQ USAF and all other offices	Disposition pending... AUTH: Unscheduled
19.00	Permanent Certifications for Foreign Visits/Visitors	all permanent certification documentation pertaining to foreign visits	at HQ USAF and all other offices	Disposition pending... AUTH: Unscheduled
20.00	Indoctrination/Debriefing Material	viewgraphs, scripts, video tapes, or similar records	at SSOs/School of Visual Arts (SVA), and organizations with indocrination/debriefing authority	Disposition pending... AUTH: Unscheduled

Table 14-12

SENSITIVE COMPARTMENTED INFORMATION (SCI) PHYSICAL SECURITY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	SCIF Validation and Accreditation at HQ USAF/INSC	records officially accrediting a SCIF for SCI operations to include related checklists, drawings, exceptions, and similar data	at HQ USAF	Disposition pending... Auth: Unscheduled
2.00	SCIF Validation and Accreditation at Other Activities	SCIF validation and accreditation	at MAJCOM and intermediate SCI security offices (SSO, SVA custodian, secure storage room [SSR], CSSO) with SCI security cognizance	Disposition pending... Auth: Unscheduled
3.00	SCIF Validation and Accreditation at the SCIF Involved	SCIF validation and accreditation	at the SCIF involved	Disposition pending... Auth:

				Unscheduled
6.00	SCI Emergency Action Plans (EAP)	plans developed to protect SCIFs from attack or capture by hostile forces, natural phenomena, fire, sabotage, riots, or similar conditions	required by USAFINTEL 201-1	Disposition pending... Auth: Unscheduled
7.00	Semiannual Tests of SCIF Alarm Systems (AF Form 2530, Alarm System Test Record) and Semiannual Security Response Force Tests	records concerning evaluation and monthly testing of installed alarm systems and quarterly security response force tests	used to determine the effectiveness of alarm operations and general security alertness of response forces	Disposition pending... Auth: Unscheduled
8.00	Random Search Program Records	random search program records	reports of results of monthly random searches	Disposition pending... Auth: Unscheduled
9.00	Bimonthly Status Reports	bimonthly status reports	status reports of SCIFs under construction/major modification	Disposition pending... Auth: Unscheduled

Table 15-1

WEATHER AND SPACE ENVIRONMENT OBSERVING RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Surface Weather Observations	Original hardcopy or computer-generated forms	Collected by Air Force Combat Climatlogy Center (AFCCC), Asheville, NC	Send to the National Climatic Data Center (NCDC) after processing. Pending See Note Number: 212, 213, 214
1.01	Observational Data	All observational data to include observations from deployed units using a temporary location identifier	Collected and decoded by the Air Force Weather Agency (AFWA)	Send to AFCCC in accordance with (IAW) the AFWA-AFCC Interface Specification (AFS) AFWA-AFCC Interface Specification (IFC) Document
2.00	Upper Air Observations	Original data	Received by AFCCC per Rule 1.01	Send to the National Climatic Data Center (NCDC) after processing. Agreement with National Climatic Data Center(NCDC) See Note Number: 212, 213, 214
2.01	Upper Air Observations	Original data	Produced by weather units at home station or deployed location	Send (mail or electronic mail) to AFCCC by 10th of each month. Retain duplicate copies as needed then destroy. Agreement with National Climatic Data

				Center(NCDC) See Note Number: 212, 213, 214
3.00	Specialized Observations	Pilot weather reports(PIREPS) air reports (AIREPs) Forward Area Limited Observing Program (FALOP) code, NATO meteorologtical codes, and similar records	Received by AFCCC per Rule 1.01 or received/produced by weather units at home station or deployed location	Retain until no longer needed then destroy. 2001 coordination review by AFWA(AFCCC) and MAJCOM See Note Number: 212, 213, 214
3.01	Specialized observations	Pilot weather reports (PIREPs), air reports (AIREPs), Forward Area Limited Observing Program (FALOP) code, NATO meteorological codes, and similar records	Received or produced by weather units at home station or deployed location	Retain until no longer needed then destroy. 2001coordination review by AFWA (AFCCC) and MAJCOM
4.00	Raw sensed weather information (e.g., surface winds, etc.)	Electronic or hardcopy form fixed base or tactical weather systems	Generated by weather units at home station or deployed location	Retain for 1 month then destroy if no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Weather Reconnaissance	Original adiabatic charts, RECCO forms, detailed ey center and supplemental vortex data messages	Collected by AFCCC	Send to the NCDC after processing 2001 coord review by AFWA (AFCCC) and MAJCOMS See Note Number: 212, 213, 214
5.01	Weather Reconnaissance	Original adiabatic charts, RECCO forms, detailed eye center and supplemental vortex data messages	Produced by weather reconnaissance units	Send (mail or electronic mail) to AFCCC by 10th of each month. Retain duplicate copies as needed then destroy. AUTH: N1-AFU-90-3 2001 coord review by AFWA (AFCCC) and MAJCOMS
5.02	Weather Reconnaisance	All othr weather reconnaissance data	Producned by weather reconnaisance units	Retain for 1 month then destroy if no longer needed. N1-AFU-90-3
6.00	Space Weather	Original optical patrol worksheets, imagery, and merged magnetic tapes, media of monthly digital data from RSTN observing sites, ionograms (traces/files/tapes), riometer, and radio SIDS charts and ionospheric worksheets and/or Geophysical observations that are interpretable without reference to recording equipment and/or of lasting value.	Produced by space weather units	Send (mail or electronic mail) to the National Geophysical Data Center (NGDC) after 1 month. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.01	Upper Air Observing Records Produced by Weather Station Team	original data produced by weather stations or teams	at home station or deployed locations	Send to AFCCC, Asheville NC. AUTH: N1-AFU-90-3. See Note Number: 212, 213, 214
7.00	Meteorological Satellite (METSAT) imagery and special sensor	Original digital data from all sensors of Defense Meteorological Satellite Program (DMSP) spacecraft	Received at AFWA	Retain for 4 days then transfer to NGDC after processing. AFUTH: Centralized Aerospace

	data			Weather Capability (CAWC) Operational Requirements Document (ORD), Mar 2001 N1-AFU-90-3 See Note Number: 212, 213, 214
7.01	Meteorological Satellite (METSAT) imagery and special sensor data	Select METSAT imagery (DMSP and other) used to provide routine aviation and mission services or as determined by leadership	Received at direct readout sites (MaRK IV-B or similar), OWSs or other weather units	Retain by readout for 15 days then destroy if no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Weather Radar	Select radar products used to provide routine avaiation and mission services or as coordination determined by unit leadership	Received by OWSs or by weather units from sources other than OWS	Retain by unit for 15 days then destroy if not longer needed. AUTH: 2001 coordination review by AFWA (AFCCC) and MAJCOMS AUTH: N1-AFU-90-3. See Note Number: 212, 213, 214

Table 15-2

FORECASTING RECORDS AND CHARTS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Alphanumeric analysis and forecasts	Aerodrome forecasts, mission forcasts/briefings/logs, watch/warning/advisories, chemical downwind, space weather analyses/forcasts/alerts/warnings, and/or similar records	Received at AFWA	Retain for 45 days then destroy if no longer needed. AUTH: CAWC ORD AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Alphanumeric analysis and forecasts, graphic analyses and forecasts	Aerodrome forecasts, mission forecasts/briefings/logs, watch warning/advisories, chemical downwind , space weather analyses/forecasts/alerts/warnings, and or similar records, forcaster-in-the-loop (FITL) products, automated terrestrial and space products NOTE: AFWA will retain a suite of core automated products.	Produced by AFWA, OWSs or other weather units at home station or deployed location	Retain for 1 month then destroy if no longer needed. AUTH: 2001 coordination review by AFWA (AFCCC) and MACOMS, AUTH: CAWC ORD and AFWA-AFCCC IFS AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Numerical Weather Prediction (NWP)	NWP raw model output and derived parameters	Generated by AFWA	Retain for one month then destroy if no longer needed. N1-AFU-90-3
4.00	Analysis data	Selected analysis products as agreed upon between AFWA and AFCCC	Produced by AFWA	Send (mail or electronic mail) to

				AFCCC IAW the AFWA-ACCC IFS AFWA-AFCCC IFS
5.00	Climatological data	Climatological summaries data, text or graphical products	Produced by AFCCC	Retain until superseded, obsolete, or no longer needed then detroy. AUTH: 2001 coordination review by AFCCC 2001 coordination review by AFCCC See Note Number: 212, 213, 214

Table 15-3

ELECTRICALLY TRANSMITTED DATA RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Pilot-to-Metro-Service (PMSV), Local dissemination	Log of PMSV contacts, logs	Maintained by weather units at home station or deployed location	Retain for 1 month then destroy if no longer needed. AUTH: N1-AFU-92-32 See Note Number: 212, 213, 214
2.00	Barometers	Standardization and comparison forms	Completed by weather unit at home station or deployed location	Retain the latest two comparison forms then destroy if no longer needed. AUTH: 2001 coordination review by AFWA (AFCCC) and MAJCOMs AUTH: N1-AFU-92-32 See Note Number: 212, 213, 214
3.00	Technical performance	Metrics, quality assurance summaries, reports, surveys, and similar records	Prepared by weather units at home station or deployed location	Retain for 1 year then destroy if no longer needed. N1-AFU-90-3
4.00	Air and space research and techniques	Weather, climatological, or space environmental analyses or studies, reviews, reports, papers, notes, memos, rules-of-thumb, and similar records (published or unpublished, validated or unvalidated)	Prepared by weather units at home station or deployed location	Retain until superseded, obsolete, or no longer needed then destroy. AUTH: 2001 coordination review by AFWA (AFCCC) and MAJCOMs AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Weather Modification	Official reports, summaries, logs, and similar records	Prepared by weather units at home station or deployed location	Retain for 5 years then destroy if no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Air and space	Forecast Reference Notebooks	Prepatred by weather	Send copy to the Air

	technical documents and weather site surveys-CHANGE-	(FRNs), weather site surveys, climatological or space environmental related technical reports, technical memos, technical notes, Air Force Institute of Technology (AFIT) sponsored theses and dissertations	units at home station, deployed locations, or students attending formatl education, Prepared by AFIT sutdents attending formal education	Force Weather Technical Lobrary (AFWTL) and retain until superseded, obsoleted, or no longer needed and then destroy. 2001 coordiantion review by AFCCC
7.00	Air and space weather operations	Records not mentioned elsewhere in Tables 15-1, 15-2, and 15-3		Destroy when no longer needed. N1-AFU-90-3

Table 15-4

OTHER WEATHER OR SPACE ENVIRONMENTAL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Local Issemination	local issemination	autowriter rolls and dissemination logs	Destroy when no longer needed, or after 1 month, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Pilot Reports	pilot reports	forms and pilot-to-metro service (PMSV) logs	Destroy after 1 month. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Air Report/Logs, Worksheets, Computer Data, Work Charts, or Other Data	reports/logs, data	AIREP logs, worksheets, computer data, work charts or other data	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	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 See Note Number: 212, 213, 214
5.00	Technical Analyses/Studies, Un/Published, Un/Validated Duplicates, Summaries of Weather or Space Enviornmental Data	studies that are published or unpublished or validated or unvalidated, space environmental data	office reference collection, or file copy, tables	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Source Material	data	source materials	Transfer with original copy of related environmental study. AUTH: N1-AFU-90-

				3 See Note Number: 212, 213, 214
9.00	Environmental Data	data	pertaining to the location, acquisition, or use of sources of environmental data	Destroy when obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Weather Modification	logs, reports, and similar records	weather modifications	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Evaluation Program Records	worksheets, surveys, reports, quality control registers and summaries	locally or centrally produced operational evaluation data	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 16-1

POLITICAL MILITARY AND SECURITY ASSISTANCE PROGRAM RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Security Assistance Programs (SAP) 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 See Note Number: 212, 213, 214
2.00	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 HQ/USAF	Retire as permanent AUTH: N1-AFU-93-1 See Note Number: 6
4.00	Journal of Military Assistance Supporting Records	miscellaneous statistical data, political messages and reports, coordination and/or comments	from Office of the Secretary of Defense (OSD), United States Army (USA), and United States Navy (USN) covering tri-service programs, and related correspondence	Destroy when no longer needed. AUTH: N1-AFU-93-1 See Note Number: 212, 213, 214
5.00	Records of Air Force Sections of Military Assistance Advisory Groups (MAAG) and Missions	records of MAAG and missions	program directives, materiel guidance records, etc., and requisition case files	Retire as permanent. AUTH: N1-AFU-93-9 See Note Number: 6

6.00	AF Sections of MAAGs and Mission Copies, Copies of Listings, Suspenses, Transcript Sheets and Other Data	copies of records used for requisitioning and delivery of materiel and services; copies of listings, suspense data, transcript scheets, and similart-type data	also similar-type supply transactions processed according to military standard requisitioning and issue procedures (MILSTRIP), military standard transportation and movement procedures (MILSTAMP), and uniform materiel movement and issue priority sytem (UMMIPS) procedures, at coordinating, operational, and supporting activities	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Foreign Military Sales (FMS)	logistical transportation and financial records required to process sale and delivery of material and services to eligible foreign countries from receipt of Air Force case directive to final accounting and closing of the case, especially including evidence of shipment or performance, transfer of title, proof of shipment or delivery; control case file pertaining to issuing munitions export licenses for sale of items on U.S. munitions list of foreign free world and other than free world governments containing requests for sales, munitions, export licences, concurrence or nonconcurrence, justification for actions and related records; control case files pertaining to exportation of strategic materials and equipment to free world and other than free world governments containing request for actions and related records	at responsible security assistance managers	Destroy 30 years after the case is closed. AUTH: N1-AFU-94-3 See Note Number: 212, 213, 214
8.00	Foreign Military Sales (FMS) Deliveries and/or Services Performed	reports, which contain all actual materiel, training, and services provided to eligible foreign countries (Foreign Military Sales)	at performing organizations	Destroy when no longer needed, provided information thereon has been made part of a case file. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	FMS Forecast of Deliveries Reports	Part I-status of FMS (open cases only) quarterly report; Part II-status of FMS (closed cases only) annual report	at other than DFAS-DE	Destroy when superseded by an updated report, or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Data Processing Records	data processing records	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 See Note Number: 212, 213, 214
13.00	Grant Aid Automated Program Control Data	grant aid automated program control data	transaction source data in card format such as NIMA5, probation and rehabilitation (P&R), commitments, corrections, Military Articles and Services List (MASL), delivery, supplemental program directives, requisition status, routing identifier, GL 188, as r	Destroy 7 calendar days after cards have been converted to the source data input tape. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Grant Aid Automated Program Control Data Daily Source Data Input Tape or Run BFOO	grant aid automated program control data	daily source data input or run BFOO	Hold 10 calendar days; destroy after data has been input to the basic system. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Grant Aid Automated Program Control Data Daily Source Data Input Tape For Run BDOO	grant aid automated program control data	daily source data input tape for BDOO	Hold 30 calendar days; destroy after data has been input into the basic system. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Grant Aid Automated Program Control Data Detail Delivery Data	grant aid automated program control data	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 See Note Number: 212, 213, 214
17.00	Grant Aid Automated Program Control Data Requisitions and Status Data For SAP Line	grant aid automated program control data	requisitions and status data for SAP line	Delete from the permanent history tape at the time the SAP lines are retired. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Grant Aid Reporting MAJCOMs and Above	monthly detail supply performance reports, and monthly Multimedia Services Affiliate Forum (MSAF)	detailed supply performance report	Disposition pending... AUTH: Unscheduled
19.00	Grant Aid Reporting Below MAJCOMs	grant aid reports	below MAJCOMs	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Quarterly	quarterly summary	of SAP performance and	Destroy after 3

	Summary of SAP Performance and Forecast		forecast	years. AUTH: N1-AFU-90-3
20.01	Inactive Quarterly Summary of SAP Performance and Forecast	30 June report		Retire to WNRC as permanent. AUTH: N1-AFU-90-3
21.00	MASL	MASL	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 See Note Number: 212, 213, 214
22.00	Grant Aid Country Files	requisition data, delivery data, forecast information, item listings, program directive, supplemental directives, program status, related correspondence	at performing activities	Destroy 5 years after completion of supply action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 16-2

FOREIGN DISCLOSURE

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	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 See Note Number: 212, 213, 214
2.00	Munitions Control Case Files, Strategic Trade Control Case Files	completed control case files pertaining to the issuing of munitions export licenses for the sale of items on the U.S. 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, completed control case files	at SAF; 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	Destroy after 10 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 20-1

OPERATIONAL REQUIREMENTS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Programming	USAF programming documents, revision, and deletion notices	at programming offices in support of budget (operating) program	Destroy 3 years after close of the FY covered by the buying program. AUTH: N1-AFU-90-3
2.00	Requirements Computation	requirements computation	ADP system requirements computation printout, factor printout, consolidated assets and requirements application number past program, item past program, application number future program, item future program, central secondary item stratification (CSIS) detail, and CSIS summaries	Destroy after 2 years (8 quarterly cycles). AUTH: N1-AFU-90-3
3.00	Requirements Computation	requirements computation	worksheets, buy notice, buy/budget projection, transfer of prime, excess notice, management summaries, zero demand listing, and item code change notice; format 50, item management data file, format 400 series Requirements Inventory Analysis Report printouts (assets/usage data), index of actions, format 300 series	Destroy 2 years after close of the FY covered by the buying program. AUTH: N1-AFU-90-3
5.00	Executive Management Summary Reports	reports	executive management summary reports	Destroy after 2 years. AUTH: N1-AFU-90-3
6.00	Reclamation Items List, Reject Error/Additive Requirements Reject List	reclamation items list, reject lists	index of actions, and contingency retention item listings, format-50/-100 changes	Destroy after 6 months. AUTH: N1-AFU-90-3
8.00	Special Coded Items	management control notice, data level notice, long supply	offered to Interservice Supply Support Program (ISSP)	Destroy after 6 months. AUTH: N1-AFU-90-3
9.00	Quality Control Worksheets	application of assets to wartime requirements, and impacting requirements/usage/on orders	maintained by all requirement computation monitors	Destroy after 1 year. AUTH: N1-AFU-90-3
10.00	Identity Cross Reference	references	part number cross reference, application number, past actual program data for review, application number future	Destroy on receipt of new products. AUTH: N1-

			program data for review, file maintenance worksheet, system item data for review, system application data, zero repairable generation reports and wartime management data	AFU-90-3
11.00	Requirements File Maintenance and Exception Listings	requirements file maintenance and exception listings	interrogation reply, interrogation by application	Destroy on receipt of new products. AUTH: N1-AFU-90-3
12.00	Item History File, Nonrecoverable Items, Equipment Type Items	recoverable type items (expendable repairable and expendable items valued at $100 or more repairable), economic order quantity [EOQ] expendable nonrepairable and expendable valued at less than $100 repairable, nonexpendable items valued at $10 or more repairable at depot or comparable level and nonexpendable items valued at $10 or more repairable	at organizational and intermediate levels, at organizational and intermediate level, at organizational and intermediate levels	Destroy 2 years after item is phased out of MAP and USAF inventory. AUTH: N1-AFU-90-3 See Note Number: 48
14.00	Worksheets Suspense and Control Records and Reports	worksheets suspens and control records and reports	at coordinating, operational, and supporting activities	Destroy when no longer needed. AUTH: N1-AFU-90-3

Table 20-2

SYSTEMS AND EQUIPMENT MODIFICATION PROPOSAL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Class I, III, and IV Modifications	modification proposals and contractors engineering change proposals concerning procedures to repair, maintain, or modernize USAF items of equipment	adopted for USAF/MAP use	Retire as permanent. AUTH: N1-AFU-90-3
2.00	Class I, III, and IV Modifications at MAJCOMs	Class I, III, and IV modifications	at MAJCOMs	Destroy 6 months after issuance of the implementing Time Compliance Technical Order (TCTO). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Class I, III, and IV Modifications Not Adopted, Contractor Proposals	Class I, III and IV modifications, Contractor Proposals	recommended for USAF adoption, but not adopted, Contractor Proposals withdrawn by the contractor	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

4.00	Class I, III, and IV Modifications Rejected	Class I, III and IV modifications	rejected by the Air Force	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Class I, III, and IV Modifications Information or Reference	Class I, III, and IV modifications	information or reference copies	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Class I, III, and IV Modifications Suspense	Class I, III and IV modifications	suspense copies	Destroy under Rules 1, 2, 3, or 4, as applicable, after final decision has been made. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Class II Modifications	justification and descriptions, drawings, sketches, blueprints, stress analysis, list of materials, parts and components, defined power requirements such as pneudraulics, electrical, subsystem compatibility, power load analysis, etc.	instructions pertaining to operation, inspection, maintenance, and servicing	Destroy after 2 years after modification is removed from the aerospace vehicle or equipment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.01	Class II Modifications Other Copies	justification and descriptions, drawings, sketches, blueprints, stress analysis, list of materials, parts and components, defined power requirements such as pneudraulics, electrical, subsystem compatibility, power load analysis, etc.	instructions pertaining to operation, inspection, maintenance, and servicing	Destroy on completion of project. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Class V Modifications	Class V modifications	approved modification requirement records, amendments and revisions thereto, cost and feasibility data, and related correspondence	When modification is complete, hold for 1 year; destroy after 3 additional years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 20-3

INDIVIDUAL MODIFICATION RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Class V Modification Authorization Files	master copy of modification requirements, amendments, revisions, and/or cancellation notices	at HQ USAF OPR	Hold in active file for 1 year after completion of the last unit of the program; Retire as permanent. AUTH: N1-AFU-90-

				3
2.00	Modification Case Files	historical background data, cost and schedules studies, management plans, modification evaluation documents, message and correspondence, required operational capabilities (ROC), SEAORs, RADs, relating to the modification	at the modification project office during the life of the modification (from original proposal until the last unit is completed)	Disposition pending... AUTH: Unscheduled
2.01	Modification Case Files Reference Copies	modification case files	at intermediate monitoring offices	Destroy when modification is converted into a technical order, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3.00	List of Modifications	master copies	prepared for publication by HQ USAF	Hold in active files for 2 years; Retire as permanent. AUTH: N1-AFU-90-3
4.00	List of Modifications Other Copies	list of modifications	held by recipients	Destroy when superseded by later issue. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Modification Studies for Cost, Schedules, Feasibility, Management, Integration, Testing or Implementation of a Modification	modification studies	master copies, with changes or amendments	Hold for 3 years after completion of the last unit; Retire as permanent. AUTH: N1-AFU-90-3
6.00	Modification Studies for Cost, Schedules, Feasibility, Management, Integration, Testing or Implementation of a Modification	modifications studies	held by recipients	Hold and/or destroy as dictated by the file of which they are a part. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Class 1B Modification Distribution Authority	requests for retention of recommendations and approval authorization	at HQ USAF project office or intermediate offices	Disposition pending... AUTH: Unscheduled

Table 20-4

LOGISTICS PERFORMANCE MEASUREMENT AND EVALUATION SYSTEM (LPMES)

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	LPMES	LPMES	related correspondence, consolidated reports, and DOD summaries	Destroy 2 years after the applicable fiscal year.

				AUTH: N1-AFU-90-3

Table 21-1

AEROSPACE VEHICLE AND EQUIPMENT INVENTORY, STATUS AND UTILIZATION REPORTING

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Assignment Records AVDO	records related to the assignment of aerospace vehicles, trainers, and communications-electronics-meteorological (CEM) equipment	at the Air Force Aerospace Vehicle Distribution Office (AVDO) (HQ AFMC/AVDO)	Destroy 10 years after the item is removed from inventory. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Assignment Recs, Aerospace Vehicle Inventory Recs, Trainer Inventory, Status, and Utilization Repts	assignment records; aerospace vehicle inventory records; trainer inventory, status and utilization reporting	trainer inventory, status and utilization reporting, and assignment records at HQ USAF; aerospace vehicle inventory records at MAJCOMs	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Assignment Records at MAJCOMs and Reporting Units	assignment records	at MAJCOMs and reporting units	Destroy 3 years after termination of accountability. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Aerospace Vehicle Inventory, Status, and Utilization Reporting	computer printouts and missile status worksheets	used in the generation or transmission of reports	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Aerospace Vehicle Inventory Records	master Air Force inventory	at HQ AFMC	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Aerospace Vehicle Inventory Records Command and Base Inventories	aerospace vehicle inventory records	command and base inventories	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Aerospace Vehicle Inventory Records Delivery Receipts and Shipping Documents, Accountability Termination	aerospace vehicle inventory records, actual documents and backup information	actual documents and any backup data, Termination records at reporting units	Destroy when the change is shown in the inventory. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Aerospace Vehicle Inventory Records at HQ AFMC/AVDO	aerospace vehicle inventory records	at HQ AFMC	Retire as permanent. AUTH: NC1-AFU-

				79-7 See Note Number: 13
11.00	Aerospace Vehicle Inventory Records Reconciliation Reports	aerospace vehicle inventory records	used to identify reporting discrepancies	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Aerospace Vehicle Status	aerospace vehicle status	master status file (computer output)	Destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Aerospace Vehicle Utilization Research and Reference	history utilization file (computer output) used for research and reference	at MAJCOMs	Destroy after 10 years. AUTH: N1-AFU-92-31 See Note Number: 212, 213, 214
13.01	Aerospace Vehicle Utilization Not Needed for Research	records more than 5 years old	not needed for research	Destroyed when no longer needed for research or reference. AUTH: N1-AFU-92-31 See Note Number: 212, 213, 214
14.00	Aerospace Vehicle Utilization at Reporting Units	aerospace vehicle utilization	at reporting units	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	CEM Status and Inventory Reporting, Trainer Inventory, Status, and Utilization Reporting at All Other Locations	reports, trainer inventory, status and utilization reporting	CEM equipment status reports, trainer inventory, status and utilization reporting at HQ USAF	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	CEM Equipment Summary Reports, Aerospace Vehicle Movement Reports, Trainer Inventory, Status, and Utilization Reporting	CEM equipment summary reports; movement reports, programmed depot maintenance (PDM); reports and messaged	CEM Summary reports at MAJCOMs; Aerospace Vehicle Movement reports and forecasts; Trainer inventory, status, and utilization reporting at HQ AFMC	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 21-2

EXCESS AIRCRAFT DISPOSAL UNDER AF SPECIAL DEFENSE PROPERTY DISPOSAL ACCOUNT

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**

1.00	Excess/Surplus Complete Aircraft	receipt and final disposal records, identified to aircraft mission, design, and series (MDS), and serial number, pertaining to the turn-in, monetary value, utilization, transfer, donation or release of aircraft for sales action with demilitarization status	at Military Aircraft Storage and Disposition Center	6 years after aircraft disposal, when on Air Force-generated aircraft, send to HQ AFHRA/ISR, 600 Chenault Circle, Bldg. 1405, Maxwell AFB, AL 36112-6424, where they will be destroyed when no longer needed. AUTH: N1-AFU-90-3
2.00	Excess/Surplus Complete Aircraft USA- USN- United States Coast Guard	excess/surplus complete aircraft	on USA-USN- United States Coast Guard	6 years after aircraft disposal when on USA- USN- United States Coast Guard (USCG)-generated aircraft, refer to respective agency for disposition. AUTH: N1-AFU-90-3
3.00	Excess/Surplus Complete Aircraft Supporting Documents	excess/surplus complete aircraft supporting documents	General Services Administration (GSA) allocation directives and related correspondence, stock record cards, inventory adjustment vouchers, and control registers	Destroy 6 years after aircraft disposal. AUTH: N1-AFU-90-3
4.00	Excess/Surplus Complete Aircraft Management Records	excess/surplus complete aircraft management records	reports to GSA, transfer/work and hold harmless agreements	Destroy after 1 year. AUTH: N1-AFU-90-3
5.00	Excess/Surplus Aircraft Parts Removed for Continued Use	excess/surplus aircraft parts removed for continued use	parts removal control and disposal records including reclamation listings of parts removed for utilization, monetary value, GSA allocation for transfer or donation, shipping/release documents, and all related correspondence	Destroy 2 years after aircraft disposal. AUTH: N1-AFU-90-3
6.00	Reports for Inclusion in DOD Disposal Transactions	reprts for inclusion in DoD disposal transactions	DD Form 1143, Excess and Surplus Materiel at Disposal Activities, Report of, (CANCELED DATE: 19990330) providing statistical summation of disposal transactions including receipt, utilization, transfer, donation and release for sale	Destroy 3 years after preparation. AUTH: N1-AFU-90-3
7.00	Air Force Aircraft Conditional Donation for Display	final disposal records, identified to aircraft MDS and serial number, that include shipping, releasing for sale or abandonment action	1 year after aircraft disposal sent to HQ AFHRA/ISR	Destroy 6 years after disposal or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
8.00	Agreements, Receipts, and Correspondence	donation agreements, signed receipts, review records, photos, and related correspondence,	for identification and control of aircraft while in possession of authorized recipients	Destroy 1 year after termination of the conditional donation. AUTH: N1-AFU-90-3

Table 21-3				
STANDARD REPORTING DESIGNATORS (SRDs)				
RULE	**A**	**B**	**C**	**D**
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	SRDs (Code Elements)	magnetic tapes used in management of the SRD program that assigns 3-character SRDs to selected items of equipment in the active Air Force inventory and to new equipment undergoing acquisition	at HQ AFMC	Erase after 30 days. AUTH: N1-AFU-86-3
2.00	SRDs (Code Elements) Punched Cards	SRDs (Code Elements)	punched cards	Destroy after data is put on magnetic tapes. AUTH: N1-AFU-86-3
3.00	SRDs (Code Elements)	AF Form 1230, Standard Reporting Designator (SRD) Candidate Information used to request SRD assignments, changes, deletions, reconciliations at HQ AFMC and ALCs; AF Form 1230 at AFIC on SRDs for cryptologic (Q&U) equipment; Field Unit SRD Focal Points at field unit SRD focal points	at HQ AFMC and ALCs; for cryptologic (Q&U) equipment; at field unit SRD focal points	Destroy 1 year after action is recorded in report. AUTH: N1-AFU-86-3
5.00	SRDs (Code Elements) at HQ USAF/ MAJCOMs/FOAs	SRDs (Code Elements)	at HQ USAF, MAJCOMs and FOAs	Destroy 6 months after action is recorded, or when no longer needed, whichever is sooner. AUTH: N1-AFU-86-3
7.00	Report of Valid SRDs at HQ AFMC and ALCs AFMC 416, MICAP/MDC and Master D165/D165A/D165B Conversion Tables	Master D165 maintains the date of last transaction on all SRDs at HQ AFMC; D165A MICAP reportable SRDs, a computer product updated weekly; D165B MICAP reportable SRDs, a computer product updated weekly at ALCs; AFMC Form 416, MICAP/MDC Media Conversion Table Update prepared from data on AF Form 1230; used to update D165A, D165B at HQ AFMC, ALCs, and AFIC; Report of Valid SRDs at HQ AFMC and ALCs MICAP-MDC Media Conversion Table (microfiche) produced/ distributed quarterly to users	at HQ AFMC; updated weekly; at ALCs; at AFIC; produced/distributed quarterly to users	Destroy after 1 year. AUTH: N1-AFU-86-3
11.00	File of Deleted SRDs	consisting of AFMC Forms 416 and related documents	at ALCs	Destroy 3 years after SRD deleted. AUTH: N1-AFU-86-3

13.00	Report of Valid SRDs at HQ USAF	report of valid SRDs	at HQ USAF	Destroy upon receipt of new report. AUTH: N1-AFU-86-3
14.00	Report of Valid SRDs at HQ MAJCOMs /FOAs, Including AFIC	report of valid SRDs	at HQ MAJCOMs/FOAs, including AFIC	Destroy after 6 months. AUTH: N1-AFU-86-3
15.00	Report of Valid SRDs at HQ MAJCOMs /FOAs, Including AFIC at Base Level	report of valid SRDs	HQ MAJCOMs/FOAs, including AFIC at base level	Destroy after 3 months. AUTH: N1-AFU-86-3

Table 21-4

MAINTENANCE MANAGEMENT, DEFICIENCY RECORDS AND REPORTING

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Materiel and Maintenance Deficiency Project Records	materiel and maintenance deficiency project records	action agency copies of notices of unsatisfactory conditions experienced, including those instances in which the equipment or materiel does not fully or effectively serve the purpose intended; in instances where a part, accessory or equipment cannot be properly maintained or operated; and where inaccuracies may appear in the supporting and related technical and engineering data; also includes records of action to remedy the deficiency, and replies to reporting activities	Destroy after 1 year. AUTH: N1-AFU-90-3
2.00	Technical Order Improvement, Copies of Records in Rules 1 Through 4.2, Materiel Improvement Project (MIP) Files	unsatisfactory condition notices such as technical order improvement reports and comparable records approved or approval pending; copies of records in Rules 1 through 4.2; copies of records in Rules 1 to 4.3 and evaluation data completed with all required actions	approved or approval pending;in rules 1 through 4.2; competed with all required actions	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Technical Order Improvement Disapproved or No Action, and Deficiency Reporting Logs	technical order improvement disapproved or no action has been taken, and deficiency reporting logs completed with all entries	disapproved or no action has been taqken; completed with all entries	Destroy after 1 year or on inactivation of unit, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

4.02	Materiel Deficiency Reporting and Investigating	materiel deficiency reporting and investigating	unsatisfactory condition reports, teardown deficiency reports, CAT I, CAT II, and command deficiency reports (CDR) (CAT III) and comparable data	Destroy 1 year after corrective action completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.05	Semiannual Closed MIP Summary Listing	semiannual closed MIP summary listing	microfiche of MIP actions	Destroy after 5 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Deficiency Reporting ADP Records in Support of the Products Improvement Program	detail cards, brown line listings, and similar reporting records submitted by reporting activity for consolidation	at HQ AFMC and/or subordinate commands	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Consolidated Reports and Summaries	reports and summaries	consolidated	Destroy after 1 year or on completion of product improvement action, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Master Tapes	tapes	master tapes	Update as changes occur. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Add/Delete Change Cards Used to Update Master Tapes	add/delete change cards	used to update master tapes	Destroy after verification of computer processing. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Maintenance Management Systems Programs/Projects	maintenance management systems programs/projects	case files reflecting operations and maintenance of weapons systems, subsystems, flight simulators, aerospace ground equipment, and associated equipment and facilities	Destroy after termination or completion of system, subsystem or project. AUTH: N1-AFU-90-3 See Note Number: 212,

				213, 214
10.00	Maintenance Checklists, Individual Methods of Approach, Procedures Other Copies, Management Reports	maintenance checklists, procedures; actions not covered elsewhere	individual methods of approach; other copies; not covered elsewhere	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Maintenance Procedures	maintenance management letters and messages prescribing procedures, policies, methods, and responsibilities	developed at MAJCOMs and major subordinate commands	Destroy 2 years after superseded, obsolete or rescinded. AUTH: N1-AFU-90-3
14.00	Radiation Detection, Indication, and Computation (RADIAC) Equipment Maintenance Records	pertinent inspection data	maintained with equipment	Destroy 2 years after date of last entry provided all inspection data has been cleared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Information-Systems Maintenance Instructions (ISMI)	Information Systems Maintenance Instructions (ISMI)	record set of each publication which includes a printed copy of each edited manuscript, printed copy of each form prescribed, record showing signature of approving authority, record showing latest annual review by approving authority, and related background material such as records relating to developing, coordinating and issuing each publication	Destroy not later than 2 years after superseded, obsolete, or rescinded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 21-5

DEPOT MAINTENANCE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Depot Maintenance Projects	programmed and nonprogrammed project directives and correspondence filed therewith, labor and material standards, material availability records, and related records, used to establish maintenance projects; to plan and schedule workloads for forecasting productions to be accomplished during established period; to determine that adequate shop facilities, manpower, test equipment, technical data, and tools	at USAF depots	Destroy 6 months after project completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		are available to accomplish workload; to synchronize movement of materials and repairable assets with production capacity		
1.01	Depot Maintenance Projects at MAJCOMs and Below	depot maintenance projects	at MAJCOMs and below	Destroy 2 years after project completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 383
2.00	Depot Maintenance and Inspection Records	records pertaining to the major overhaul of aircraft, missiles, propulsion, guidance, or other end-item system equipment	at ALCs	Destroy 6 months after receipt of notification of acceptance or 6 months after turn in of equipment to supply. AUTH: N1-AFU-88-54 See Note Number: 212, 213, 214
3.00	Systems Maintenence, Property Accounting, Clean Room Environment	letters, messages, one-time surveys and reports and related records pertaining to the servicing, inspection, calibration, repair, modification, and utilization of Armament, Photographic, Special Weapon Systems Equip.,and Comm-Electronics Equip not at Quality Control Branch, Air Force Cryptologic Support Center (AFCSC), Air Intelligence Agency (AIA); Property Accounting records relating to repair shop supply, including stock record cards, property turn-in slips, issue slips, or equivalent forms; Clean Room environmental comparison data and environmental tally	not at Quality Control Branch, Air Force Cryptologic Support Center (AFCSC), Air Intelligence Agency (AIA); either part of accountable officer's stock recor account or sibsidiary thereto; used for historical purposes	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.01	Armament, Photographic, Special Weapon Systems Equip., Maint, and Comm-Electronics Equip Maint.	letters, messages, one-time surveys and reports and related records pertaining to the servicing, inspection, calibration, repair, modification, and utilization of such equipment	at quality control offices	Destroy on withdrawal of equipment from AIA inventories. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Training Devices	reports pertaining to maintenance of training devices, including flight and usage reports, inspection records, etc.	at MAJCOMs and major subordinate commands	Destroy after evaluation completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Precision Measurement Equipment	precision measurement equipment	mechanized card system records and other related or comparable forms used for recording results of precision	Destroy 3 months after entry. AUTH: N1-AFU-90-3

			measuring equipment inspections and calibration operations, and for establishing reinspection and recalibration schedules	See Note Number: 212, 213, 214
7.00	AFMC Depot Maintenance and Capacity Measurement, Acquisition Program Records, Production and Control Number Cards	permanent and temporary control-number cards, cross-reference cards, and similar records used to provide a method of continuity, and to assure that specific commodities can be identified to the programmed and nonprogrammed category used to provide a method of continuity, and to assure that specific commodities can be identified to the programmed and nonprogrammed category; AFMC depot maintenance business management administration which are copies of Business Council, Business Board, and Business Development Committee meeting minutes and action items (previously generated through the AFLC Posture Planning Program), and supporting briefings; acquisition program records which are copies of source of repair decision criteria (SORDC), decision tree analysis (DTA), depot maintenance interservicing (DMI)(program) reviews, Interservice Support Agreement (ISA)(nondepot maintenance), Depot Maintenance Interservice Agreement (DMISA)(depot workload), Statement of Need (SON)(drives depot activation), Operational Requirements Document (ORD), Depot Maintenance Activation Working Group (DMAWG), Depot Maintenance Activation Planning Team (DMAPT), Depot Maintenance Activation Plan (DMAP), Program Management Directive (PMD), Maintenance Concepts, Cost Studies; AFMC depot capacity measurement and depot sizing at ALCs; AFMC depot maintenance manpower management which are copies of Depot Maintenance Industrial Fund (DMIF) Manning Policy, budget issues, manpower allocation, overtime management, hiring programs, reports, supporting briefings, studies, copies of Congressional/OSD/SAF/USAF inquiries; AFMC depot maintenance interservicing management at ALCs; depot maintenance competition program which are copies of policy, plans, reports, Public Affairs activities, legislative actions, candidate savings, training; AFMC depot maintenance data system tracking which are G072E - Depot Level Maintenance Requirements and Program Management System, G004C - Workload and Program Control System, G004K - Maintenance Facility Master System, PDS-300 -Personnel	used o provide a method of continuity, and to assure that specific commodities can be identidfied to the programmed and nonprogrammed category; copies of Business ouncil, Business Board, and Business Development Committee meeting minutes and action items (previously generated through the AFLC Posture Planning Program), and supporting briefings; copies of source of repair decision criteria (SORDC), decision tree analysis (DTA), depot maintenance interservicing (DMI)(program) reviews, Interservice Support Agreement (ISA)(nondepot maintenance), Depot Maintenance Interservice Agreement (DMISA)(depot workload), Statement of Need (SON)(drives depot activation), Operational Requirements Document (ORD), Depot Maintenance Activation Working Group (DMAWG), Depot Maintenance Activation Planning Team (DMAPT), Depot Maintenance Activation Plan (DMAP), Program Management Directive (PMD), Maintenance Concepts, Cost Studies; at ALCs; copies of Depot Maintenance Industrial Fund (DMIF) Manning Policy, budget issues, manpower allocation overtime management, hiring programs, reports, supporting briefings, studies copies of Congressional /OSD/SAF/USAF inquires; copies of policy, plans, reports, Public Affairs activites, legislative actions,	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		Data System, G-029 - Depot Sizing Model, Source of Repair Management Information System (SORMIS), Maintenance Data Base (MDB); AFMC depot maintenance Overseas Workload Program (OWLP) at ALCs	candidate savings, training; G072E - Depot Level Mainenance Requirements and Program Management System, G004C - Workload and Program Control system, G004K - Maintenance Facility Master System, PDS-300 -Personnel Stat sytem, g-029 - Depot Sizing Model, source of Repair Management, Information syustem (SORMIS), Maintenance Data Base (MDB);	
9.00	Base-level Contracted-Maintenance at Contract Maintenance Offices	purchase requests, work specifications, contracts, control registers, ledgers, inspection reports, orders for supplies or services, and related or comparable records	maintained in the performance of modification, modernization, rebuilding, overhaul, repair, or servicing of material and/or equipment by commercial organizations under contract to the Air Force	Destroy 1 year after close of FY in which designated maintenance is completed or accepted. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Management of Items Subject to Repair (MISTR)	worksheets, summaries, status reports, evaluations, forecast data, shortage lists, and related listings to control and report items subject to repair	at ALCs	Destroy when no longer needed or 1 year after last entry, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	AFMC Tool/Equipment Control and Accountability Program	reports or other records relating to investigation of loss/recovery of tools covered under prescribing directives	on tools/equipment not found in Foreign Object Damage (FOD) critical areas	Destroy 2 years after annual cutoff or when no longer needed, whichever is later, but not to exceed 6 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.01	AFMC Tool/Equipment Control and Accountability Program not found in low/non-FOD critical areas	AFMC tool/equipment control and accountability program	on tools/equipment not found in low/non-FOD critical areas	Destroy 1 year after annual cutoff or when no longer needed, whichever is later, but not to exceed 6 years. AUTH: N1-AFU-90-3

14.00	AFMC Tool/Equipment Control and Accountability Program on Tools/Equipment Recovered	AFMC tool/equipment control and accountability program	on tools/equipment recovered	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	AFMC Depot Maintenance Workload Management	AFMC depot maintenance workload management	copy of policy, business plan workload strategies, special studies, Maintenance Requirements Review Board (MRRB), copies of Congressional/ OSD/SAF/USAF inquiries, supporting briefings, war requirements computations (WARCOMP), field team management, copies of FMS, workload reconciliations	Destroy 2 years after obsolete, or after study or program is finalized. AUTH: NI-AFU-93-5 See Note Number: 212, 213, 214
18.00	AFMC Depot Capacity Measurement and Depot Sizing	policy, studies, reports, supporting briefings, seminars, and workshops, tutorials	at HQ AFMC	Destroy 2 years after obsolete, or after study or program is finalized. AUTH: NI-AFU-93-5 See Note Number: 212, 213, 214
21.00	AFMC Depot Maintenance Interservicing Management	copies of Joint Service meeting, depot profiles, DMI(program) Public Relations, DMISA Training, Joint Depot Maintenance Analysis Group (JDMAG) Manning, JDMAG Budgeting, Interservice Material Accounting and Control System	at AFMC	Destroy 2 years after obsolete. AUTH: NI-AFU-93-5 See Note Number: 212, 213, 214
25.00	AFMC Depot Maintenance Overseas Workload Program (OWLP)	copies of policy, reports, memorandums of understanding (MOU), Automated Repair Source Analysis System (ARSAS), foreign visits	at HQ AFMC	Destroy 2 years after obsolete. AUTH: NI-AFU-93-5 See Note Number: 212, 213, 214

Table 21-6

EQUIPMENT MAINTENANCE HISTORICAL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Materiel/Equipment Individual Historical Files	historical records for aircraft	for items transferred, donated, or sold	Send with related items; Destroy retained copies after 3 months.

				AUTH: N1-AFU-90-3
2.00	Materiel/Equipment Individual Historical Files Part of Surplus Property Account	materiel/equipment individual historical files	part of surplus property account	Send with related item to appropriate Defense Property Disposal Office for disposition. AUTH: N1-AFU-90-3
3.00	Materiel/Equipment Individual Historical Files, Ground Weapons Dropped from Property Account	equipment individual historical files which are destroyed, abandoned, reclaimed, salvaged, lost or missing material; materiel/equipment individual historical files which are expended air launched missiles; ground weapons dropped from property account which are destroyed, abandoned, reclaimed, salvaged, lost or missing	destroyed, abandonded eclaimed salvages lost or missing material, expended air lained missles;	Destroy 3 months after abandonment of search or physical disposition. AUTH: N1-AFU-90-3
5.00	Ground Launched Missiles Expended or Destroyed Materiel/Equipment Individual Historical Files	ground launched missiles expended or destroyed materiel/equipment individual historical files	(not related to AFI 51-503, Aircraft, Missile, Nuclear, and Space Accident Investigations), and reentry vehicle	Destroy after 3 months, provided all pertinent data has been extracted for other records or the original records have served their purpose. AUTH: N1-AFU-90-3
6.00	Significant Historical Data for Special Applications Materiel/Equipment Individual Historical Files	significant historical data for special applications materiel/equipment individual historical files	used to record as prescribed in AFI 21-101, Maintenance Management of Aircraft, MAJCOM or chief of maintenance	Destroy when no longer needed or as directed by MAJCOM or the chief of maintenance. AUTH: N1-AFU-90-3
7.00	Materiel/Equipment Individual Historical Files Used to Record Time Compliance Technical Orders, and All Entries Transferred	materiel/equipment individual historical files	used to record time compliance technical orders, and all entries transferred	Destroy after verification of all entries on the mechanized reports. AUTH: N1-AFU-90-3
8.00	Materiel/Equipment Individual Historical Files Used to Record Installation Time Used, Condition, Removal and Return for Rehab	materiel/equipment individual historical files	used to record installation time used, condition, removal and return to rehab	Destroy 6 months after video head is returned for rehabilitation. AUTH: N1-AFU-90-3
9.00	Materiel/Equipment Individual Historical Files Used to Record Installation Time Used, Condition, Removal and Storage of Image	materiel/equipment individual historical files	used to record installation time used, condition, removal and storage of image	Destroy 1 year after image tubes are retired. AUTH: N1-AFU-90-3
10.00	Historical Records for Specific Inertial Navigation Units	maintained per TO 00-20-10-10	used to record significant historical data during organizational, intermediate, and depot level maintenance	Send to Technology Repair Center (TRC) with the related hardware. AUTH: N1-AFU-90-3

11.00	Materiel/Equipment Individual Historical Files at TRC	materiel/equipment individual historical files	containing information on maintenance actions which occurred prior to and including the previous cycle to the TRC	Destroy after processing all pertinent information into database or when related equipment is permanently removed from inventory. AUTH: N1-AFU-90-3
12.00	Materiel/Equipment Individual Historical Files at TRC	materiel/equipment individual historial files	containing field and/or TRC data of the current cycle	Send with related hardware, as part of historical record, after entry into database. AUTH: N1-AFU-90-3
13.00	Materiel/Equipment Individual Historical Files Repair Analysis Report	materiel/equipment individual historical files	at originating TRC	Destroy after data is entered in database or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
14.00	Materiel/Equipment Individual Historical Files at Other Activities	materiel/equipment individual historical files	at other activities	Destroy when no longer needed. AUTH: N1-AFU-90-3.
15.00	Manual Data Forms Maintained with Equipment in Current Use	manual data forms maintained with equipment in current use	filled-in, and last entries have been carried forward to new forms	Destroy after 3 months if they do not contain history information. AUTH: N1-AFU-90-3
16.00	Automated Data Forms Maintained with Equipment in Current Use	automated data forms maintained with equipment in current use	prepared by bases operating an automated maintenance management system where data is stored in computer memory	Hold the last 7 reports; when 8th report is received, destroy earliest one. AUTH: N1-AFU-90-3
17.00	Sets of Forms Maintenance Actions or Information Where Sufficient Data is Stored in the Computer	reports	sets of forms maintenance actions or information where sufficient data is stored in the computer	Hold the last 7 reports; When 8th report is received, destroy earliest one. AUTH: N1-AFU-90-3
18.00	Sets of Forms Airframe Utilization Information Where Sufficient Data is Stored in the Computer	reports	sets of forms airframe utilization information where sufficient data is stored in the computer	Hold last 5 reports; When 6th report is received, destroy earliest one. AUTH: N1-AFU-90-3
19.00	Aircraft/Missile Condition Report	aircraft/missile condition report	initiated when equipment is forwarded to depot for PDM	Destroy after return from PDM and information is transcribed to appropriate records. AUTH: N1-AFU-90-3

20.00	Radiographs, Photographs	other recordings methods with reports of findings	considered significant, i.e., surveillance of airframe structural components for fatigue in stress after repairs, and maintained by equipment serial number in the individual historical file	Send with equipment when transferred, or destroy when equipment is dropped from USAF inventory. AUTH: N1-AFU-90-3 See Note Number: 384
21.00	Radiographs, Photographs Considered Routine	radiographs, photographs	considered routine	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 384
22.00	Materiel/Equipment Individual Historical Files Worksheets	used in compliance with functional check flight (FCF) as required in 00-20 series TOs. TO 1-1-300, and applicable weapon system inspection handbooks	maintained as completed FCF worksheets for the last phase/periodic inspection	Destroy after 3 months or when replaced by next FCF worksheet, whichever is later. AUTH: N1-AFU-90-3
23.00	High Power Electron Tube Records Failed and Declared Unserviceable	electron tube field life record and electron tube performance and status report	for installed electron tubes, which have failed and have been declared unserviceable	Destroy copies after 3 months. AUTH: N1-AFU-90-3
24.00	High Power Electron Tube Records Quarterly Status	high power electron tube records	used to provide current status of tubes each quarter	Destroy when replaced by next quarterly report or machine listing. AUTH: N1-AFU-90-3
25.00	Deferred Discrepancy Records for Intercontinental Ballistic Missiles	maintained in TO 00-20-5	for assigned launch facilities, complexes or launch control facilities	Destroy when deferred discrepancy is corrected or site deactivated, whichever is sooner. AUTH: N1-AFU-90-3
26.00	Materiel/Equipment Individual Historical Files	air traffic control and landing systems (ATCALS) equipment status file comprised of data forms which portray daily history of the facility/site, including ground check certifications, flight inspection reports, graphs, navigational aid system (NAVAIDS) ground recordings and certification forms, system performance ratings, any other significant data pertinent to ATCALS equipment and not in Rules 1 through 5	at the facility/site	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
27.00	Alight Inspection Reports for ATCALS	alight inspection reports for ATCALS	equipment maintained for the last special/periodic inspection	Hold as part of equipment historical file; Destroy when replaced by next special/periodic

				inspection report. AUTH: N1-AFU-90-3
28.00	Office Appliance Maintenance	office appliance maintenance	historical maintenance records for each individual office equipment	Destroy when equipment is dropped from USAF inventory. AUTH: N1-AFU-90-3
30.00	Ground Weapons Historical Data	AFTO Form 105, Inspection Maintenance Firing Data For Ground Weapons	maintained (all forms, both completed and in use) with the weapon. Forms will accompany weapon during transfer and/or turn in for repair	Destroy forms upon destruction of weapon. AUTH: N1-AFU-89-16
31.00	Ground Weapons Historical Data Made Part of Surplus Property Account	ground weapons historical data	made part of surplus property account	Forward with related item to Defense Reutilization & Marketing Office (DMRO) for disposition. AUTH: N1-AFU-90-3
33.00	Recurring Inspection Reports for Weapons Stored or Used by an Organization	recurring inspection reports	for weapons stored or used by an organization	Hold last two inspection reports; When third one is received, destroy earliest one. AUTH: N1-AFU-89-14
34.00	Launch Site Historical Data	records reflecting variances and adjustments	to be considered when aligning the weapons system in silo to assure combat readiness configuration	Destroy on deactivation of launch site facility or when replaced by a new series missile. AUTH: N1-AFU-90-3

Table 21-7

ANALYSIS AND EVALUATION RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Actuarial Analysis	actuarial analysis	correspondence, teletypes, general-purpose data sheets, aerospace engine life data, engine failure rate graphs and computations, official engine failure rate table, and similar records	Destroy when engine is dropped from inventory. AUTH: N1-AFU-90-3
2.00	Oil Analysis Program	oil analysis program	used oil analysis request for ground equipment and aircraft	Destroy 3 months after transcribing and statistical

				processing. AUTH: N1-AFU-90-3
3.00	Oil Analysis Record for Use in Visible File	oil analysis records	for use in visible file	Destroy retained copies after 3 months. AUTH: N1-AFU-90-3
4.00	Maint and Corrosion Eval Program Projs, Spectrographic Analysis Worksheets, Lab Environment, Cntrld Multiple Address Letters	spectrographic analysis worksheets; maintenance and corrosion evaluation program projects at other than project offices; chart recordings of laboratory temperature and humidity which are used for historical purposes and Precision Measurement Equipment Laboratory (PMEL) evaluations; general information letters from Aerospace Guidance and Metrology Center (AGMC) which are used to notify PMEL personnel of new developments, procedures, or methods in PMEL operations	spectrographic analysis worksheets; at other project offices; used for historical porposes and Precision Measurement Equipment Laboratory (PMEL) evaluations;used to noticy PMEL personnel of new developments, procedures, or methods in PMEL operations	Destroy when no longer needed. AUTH: N1-AFU-90-3
5.00	Maintenance and Corrosion Evaluation Program Projects Copies at Project Office	maintenance and corrosion evaluation program projects	summary reports of evaluation results, such as project directive change notices by the monitoring agency, acknowledgment records, interim, special, and final reports (including backup data) by evaluating offices, and project notifications by the monitoring agency	Destroy 10 years after acceptance and/or rejection AUTH: N1-AFU-90-3
7.00	Production Count	production count	cards that accumulate production credit and standard cost data to provide information for maintenance engineering cost accounting system	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3
8.00	Source Material	data	source materials	Destroy 3 months after preparation of detail cards AUTH: N1-AFU-90-3
9.00	Maintenance Production and Utilization Reports	summary reports formulated from production count cards; used to evaluate, analyze, and provide maintenance information	daily reports	Destroy on receipt of monthly summary. AUTH: N1-AFU-90-3
10.00	Maintenance Production and Utilization Reports other than Rule 9	maintenance production and utilization reports	other than Rule 9	Destroy 1 year after as of date. AUTH: N1-AFU-90-3
11.00	Maintenance Analysis	summary reports from maintenance data systems used to evaluate, analyze, and provide maintenance information	daily reports	Destroy after 90 days or on receipt of monthly sum AUTH: N1-AFU-90-3

12.00	Maintenance Analysis Reports	maintenance analysis reports	other than Rule 11, Briefings and Studies, Charts and Graphs Portraying Maintenance Trends	Destroy when no longer needed or after 2 years, whichever is sooner. AUTH: N1-AFU-90-3
15.00	Maintenance Analysis Referrals	referrals	maintenance analysis referrals	Destroy after completion of next activity inspection or 1 year after corrective action is complete. AUTH: N1-AFU-90-3
17.00	Reports of Measurement, Waiver of Calibration Requirements	records of calibration and correction charts for Air Force base reference standards used in calibration of precision measuring equipment; waiver requirements which are requests for limited/special calibration (precision measurement equipment (PME)	measureing equipment; requests for limited./special calibration (precision measurement equipment(PEM))	Destroy when superseded, or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
18.00	Interim Calibration Procedures	calibration data not yet published in TOs	used as a guide for calibration	Destroy when published in a TO. AUTH: N1-AFU-90-3
20.00	Measurement Restriction Log	measurement restriction log	records of all imposed measurement restrictions due to environment	Destroy after 1 year. AUTH: N1-AFU-90-3
21.00	Precision Measuring Equipment (PME) Scheduling and Maintenance Data Collection	mechanized card system records and other related, comparable forms	used for recording results of PMI inspections and calibration operations and for establishing reinspection and recalibration schedules	Destroy 3 months after entry, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
23.00	Command Certification List	lstings of PME requiring off-base support	used to authorize off-base support of PME and establish recalibration requirements	Destroy when superseded. AUTH: N1-AFU-90-3
24.00	Radiation Reports	radioactive material permits, requests for renewal of permit, support data and test results	used to support requirements for radioactive material permits and support data	Destroy 1 year after expiration of permit. AUTH: N1-AFU-90-3
25.00	Radiation Reports Results of Radioactive Swipe Tests	reports	radiation reports results of radioactive swipe tests	Destroy when new form is received or when the associated radio equipment is deleted from PMEL schedules. AUTH: N1-AFU-90-3

Table 21-8

AIRCRAFT MAINTENANCE

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Aircraft/Missile Delivery, Aircraft Reports	records used to facilitate delivery of aircraft/missiles which are to furnish a record of receipt of selected equipment, and forms transferred with aircraft/missiles; damaged aircraft and engine disassembly reports at MAJCOMs and major subordinate commands	to furnish a record of reciept of selected equipment, and forms atransferred with aircracdft Missiles; at MAJCOMs and major subordinate commands	Destroy after 1 year. AUTH: N1-AFU-90-3
3.00	Flight Reports	reports	flight reports	Destroy after 6 months. AUTH: N1-AFU-90-3
4.00	Aircraft Inventory	aircraft inventory	equipment lists, shortage lists and similar records	Destroy 3 months after salvage or other final disposal of related aircraft. AUTH: N1-AFU-90-3
5.00	Weight and Balance Data	weight and balance data	handbooks of weight and balance data (TO 1-1B-40); Record of Weight and Balance Personnel; Chart C-(Basic Weight and Balance Record)	Destroy after loss or inventory of aircraft. AUTH: N1-AFU-90-3
6.00	Basic Weight Checklist; Airplane Weighing Record	basic weight checklist; airplane weighing record	Chart A-(Basic Weight Check List; Airplane Weighing Record; -5 Technical Order)	Destroy after loss or inventory of aircraft or when superseded. AUTH: N1-AFU-90-3
7.00	Weight and Balance Clearance Form F Prepared for Each Mission	weight and balance clearance Form F	prepared for each mission	Destroy on completion of mission. AUTH: N1-AFU-90-3
8.00	Weight and Balance Clearance Form F (canned Form F)	forms	weight and balance clearance Form F (canned Form F)	Destroy when superseded. AUTH: N1-AFU-90-3
9.00	Weight and Balance Clearance	weight and balance clearance	Form F related to aircraft involved in an accident	Destroy 1 year after completion of accident investigation. AUTH: N1-AFU-90-3

Table 21-9

MAINTENANCE INSPECTION (NOT COVERED BY Table 21-11)

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Quality Control Inspection/ Evaluation Records Not Needed for Analysis, Investigation or Follow-up (Not in Table 21-06)	inspection/evaluation records	quality control inspection/evaluation records not needed for analysis, investigation or follow-up	Destroy on receipt of next personnel evaluation or equivalent inspection report. AUTH: N1-AFU-90-3
2.00	Quality Control Inspection/ Evaluation Records (Not covered by Table 21-11)	personnel evaluations, technical, special, and activity inspections	conducted by quality control activities	Destroy 1 year after completed action. AUTH: N1-AFU-90-3
2.01	Maintenance Evaluation Records	records evaluations performed on maintenance personnel	at quality control offices	Destroy 1 year after action is completed or give to individual upon reassignment or separation, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 385
3.00	Maintenance Evaluation Records Used for Suspense Control	maintenance evaluation records used for suspense control	to record inspection of inspection work cards or work unit code manuals	Destroy when all entries have been filled in and form replaced by new inspection record. AUTH: N1-AFU-90-3
4.00	Maintenance Evaluation Records Equipment Discrepancy Summary	maintenance evaluation records equipment discrepancy summary	records summarizing discrepancies by category	Destroy when no longer needed or after 1 year, whichever is sooner. AUTH: N1-AFU-90-3
5.00	Maintenance Evaluation Records Quality Control Check Sheets	maintenance evaluation records quality control check sheets	used in conducting quality control inspections	Destroy when no longer needed, or replaced by new check sheet. AUTH: N1-AFU-90-3
6.00	Nondestructive Inspection Data	nondestructive inspection (NDI) techniques	used for future reference of NDI techniques	Destroy when incorporated into applicable TO, replaced by a new NDI technique, or when no longer needed. AUTH: N1-AFU-90-3
6.01	NDI Radiographs, Radiographs	radiographs used to compare present NDI radiograph with	used to compare present NDI radiograph with two previous	Destroy the oldest radiograph

	Recurring Field Level Inspections	two previous PDM inspection to verify structural integrity and trend analysis of aircraft structures; radiographs recurring fiels level inspections used to detect defects or verify structural integrity during recurring field level inspections, maintenance, or TCTOs	PDM inspection to verify structural integrity and trend analysis of aircraft structures; used to detect defects or verify structural integrity during recurring field level inspections, maintenance, or TCTOs	after comparison of the current and next most current film or after 4 years, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 385
6.03	Radiographs One-time Inspections	radiographs	used to detect defects or verify structural integrity during one-time (other than TCTOs) inspections	Destroy after repair of defects or after 6 months if no defects were detected. AUTH: N1-AFU-90-3 See Note Number: 385
7.00	Battery Periodic Inspection and Battery Servicing	monthly storage battery records for telephone rack batteries	used to periodically check battery state of charge, servicing, and inspection	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
8.00	Inspection of Railway Equipment, Watercraft, and Training Devices	inspection worksheets	inspection of railway equipment, watercraft and training devices	Destroy when the next equivalent or higher inspection is accomplished. AUTH: N1-AFU-90-3
9.00	Welder Qualification	application and test records for the qualification of welders	at testing labs and metals processing shops	Destroy after 2 years, or when superseded, whichever is sooner. AUTH: N1-AFU-90-3
10.00	Industrial Radiography Utilization Log	forms	industrial radiography utilization log	Destroy when no longer needed to evaluate the adequacy of shielding for a particular situation. AUTH: N1-AFU-90-3
11.00	FOD to Aircraft, Missiles or Drones	inspections	weekly FOD inspections to aircraft, missiles or drones	Destroy after 1 year. AUTH: N1-AFU-90-3

Table 21-10

NAVIGATIONAL AID RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**

1.00	Joint Agreement on USAF/FAA Performance Standards and Procedures	joint agreements	on USAF/FAA Performance Standards and Procedures	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Certification Inspection Reports	reports	certification inspection reports	Destroy when no longer needed or after facility is withdrawn from the Federal Airways System, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	General Memorandum of Agreement between USAF and FAA	general memorandum of agreement between USAF and FAA	at HQ USAF	Retire as permanent. AUTH: NC1-AFU-80-8 See Note Number: 6
4.00	General Memorandum of Agreement Between USAF and FAA Duplicates	general memorandum of agreement	between USAF and FAA duplicates	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Countersigned Statements and Appendix	statements	countersigned statements and appendix	Destroy when superseded or on withdrawal of the facility from the Federal Airways System, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 21-11

EQUIPMENT MAINTENANCE (COVERED BY AFIs 21-101, and 21-109 AND ASSOCIATED 00-20 SERIES TOs & DMSP)

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Time Compliance Technical Order	records used in scheduling, controlling, and managing maintenance efforts, recording operational data, and status information, and recording the accomplishment of servicing, inspection, checkout, adjustment, calibration, repair, overhaul, and modification	TCTO products not covered by Table 21-6	Destroy after receipt and verification of next report. AUTH: N1-AFU-90-3 See Note Number: 386
1.01	TCTO Mechanized Reports Not Used	records used in scheduling, controlling, and managing maintenance efforts, recording operational data, and status information, and recording the accomplishment of	TCTO products not covered by Table 21-6	Destroy 3 months after posting, if no longer needed, but no later than 1 year. AUTH: N1-AFU-90-3

		servicing, inspection, checkout, adjustment, calibration, repair, overhaul, and modification		
2.00	Monthly Maintenance Plan, Duplicates or Nonrecord Copies of Records in Rules 1 through 32	Maintenance plan; duplicates or nonrecord copies of records	monthly maintenance plan; records in Rule 1 through 31	Destroy when no longer needed or after 1 year, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 386
3.00	Weekly Maintenance Plan	plans	weekly maintenance plans	Destroy when no longer needed or after 2 years, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 386
3.01	Daily Maintenance Plan	plans	daily maintenance plans	Destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
4.00	Visual Aid, Special Qualification Certificate	aids or certificates	visual aids, or special qualification certificates	Destroy when replaced, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 386
6.00	Data transmittal record, Daily Requirements and Dispatch Records, Personnel Availability Forecast	data transmittal records; daily requirements and dispatch records; personal availability forecast	data transmittal records; used to dispatch control of aerospace ground equipment; shop workload summary, and maintenance preplan used in preparation of work schedules	Destroy after 1 month or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 386
9.00	Punched Card Transcripts	punched card transcripts	used as source records for computer products	Destroy when computer product is verified. AUTH: N1-AFU-90-3 See Note Number: 386
10.00	Job Standards	standards	job standards	Destroy when replaced by a new job standard or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 386
11.00	Missile Status Workshee, Original of Source Records Created for Equipment Status Reporting	worksheet; original of source records	missile status worksheet; created for equipment status reporting	Destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 386
12.00	Weekly/Daily Flying Schedule Coordination	weekly/daily flying schedule coordination	used to insure all concerned agencies are notified of schedule changes	Destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number:

				386
13.00	Generation Maintenance Plan and Generation Sequence Action Schedule	genration maintenance plan and generation sequence action schedule	used to preplan and establish sequence of events for generation actions	Destroy when replaced by a new plan or action schedule. AUTH: N1-AFU-90-3 See Note Number: 386
14.00	Inspection/TCTO Planning Guide for Inspection/TCTO Accomplishment	inspection/TCTO planning guide	inspection/TCTO accomplishment	Destroy 1 month after completion if no longer needed, but not later than after 1 year. AUTH: N1-AFU-90-3 See Note Number: 386
15.00	Specialist Dispatch Control Log, Aerospace Ground Equipment (AGE) Status	specialist dispatch control log; Aerospace Ground Equipment (AGE) status	used for internal workcenter control of personnel dispatch; used to notify maintenance control of AGE status	Destroy daily, when no longer needed, but not later than after 1 month. AUTH: N1-AFU-90-3 See Note Number: 386
17.00	TO Distribution Record	TO distribution record	used to maintain TO files	Destroy when replaced by a new form or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
18.00	Time Change Requirement Forecast	forecasts	time change requirement forecasts	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 386
19.00	Maintenance Data Collection Forms	maintenance data collections forms	used for scheduled preventive maintenance	Destroy after reports are produced. AUTH: N1-AFU-90-3 See Note Number: 386
20.00	Maintenance Data Collection Record	maintenance data collection record	used for repair, inspection, and time change items	Destroy after keypunch, receipt of machine listing and correction of errors if no longer needed, or after reports are produced and narrative is transcribed to significant historical data form, but not later than 1 year. AUTH: N1-AFU-90-3 See Note Number: 66, 386, 387
21.00	Original or Source Records Created for Control Purposes	original or source records created for control purposes	such as job control records when equipment status reporting is not required	Destroy when no longer needed or 3 months after record has been closed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 386
22.00	Schedule of Technician	schedules	schedules of technician availability	Destroy when no longer needed or

	Availability			after 3 months, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 386
23.00	Used to Record Odor Test/Servicing of Aviator's Breathing Oxygen	test and servicing	used to record odor test/servicing of aviator's breathing oxygen	Destroy 2 weeks after date of last recorded servicing. AUTH: N1-AFU-90-3 See Note Number: 386
24.00	Transient Job Control Number Registers	registers	transient job control number registers	Destroy after 1 year or after submission of semiannual transient aircraft information. AUTH: N1-AFU-90-3 See Note Number: 386
25.00	Base Job Control Number Register	register	base job control number register	Destroy when no longer needed, but no later than 3 months after all entry spaces have been used. AUTH: N1-AFU-90-3 See Note Number: 386
26.00	Advanced Configuration Management System	advanced configuration managemant system	projection of items due for mandatory removal	Destroy after receipt and verification. AUTH: N1-AFU-90-3 See Note Number: 386
27.00	Advanced Configuration Management System	advanced configuration management systems	selected article configuration status report	Destroy pages that are superseded after receipt, verification, and file of changed pages. AUTH: N1-AFU-90-3 See Note Number: 386
28.00	Communications, Electronics, Meteorological Onsite Maintenance Records	communications, electronics, meteorological onsite maintenance records	(i.e., pre-PDM survey record and certification, and certificate of PDM maintenance accomplished	Destroy after 1 year if no longer needed for follow-up. AUTH: N1-AFU-90-3 See Note Number: 386
29.00	Minutes of Maintenance Meetings	minutes	minutes of maintenance meetings	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 386
30.00	Equipment Involved in an Accident or Incident	equipment involved in an accident or incident	results in damage to private property, or injury to personnel resulting in an investigation	Dispose of with the investigative file of which they become a part. AUTH: N1-AFU-90-3 See Note Number: 386
31.00	Equipment Destroyed, Abandoned, Reclaimed, Salvaged, Lost, or Missing; For Expended Air	equipments; missles	destroyed, abandoned, reclaimed, salvaged, lost or missing; for expended air launched missles	Destroy 1 month after abandonment of search or physical disposition. AUTH: N1-AFU-90-3 See Note Number: 386

	Launched Missiles			
33.00	For Ground Launched Missiles Expended or Destroyed	for ground launched missiles expended or destroyed	(not related to AFI 51-503), and reentry vehicle	Send to AFMC System Manager or San Antonio-Air Logistics Center (SA-ALC) Director of Special Weapons, as applicable; Destroy after 3 months provided all pertinent data has been extracted for other records or the original records have served their purpose. AUTH: N1-AFU-90-3 See Note Number: 386
33.01	For Equipment Dropped from Air Force Inventory	for equipment dropped from Air Force inventory	other than as specified in Rules 30 through 33	Destroy after 1 month. AUTH: N1-AFU-90-3 See Note Number: 386
34.01	Sortie Maintenance Briefings (Originals)	original briefings	sortie maintenance briefings	Destroy after keypunch or forward to another agency for filing where it will be destroyed when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 386
34.02	Sortie Maintenance Briefings (Copies at Debriefing Facility)	sortie maintenance briefings	copies at debriefing facility	Destroy after 1 month or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 386
35.00	Working Copy of Work Order Authorizations, Production Orders, Adjustment, Numbers, Instruction Slips	working copy of work order	authorizations, productions orders, adjustment, numbers, instrucction slips	Destroy 3 months after completion of job. AUTH: N1-AFU-90-3 See Note Number: 386
36.00	Extra Copies of Work Order Authorizations, Production Orders, Adjustment, Numbers, Instruction Slips	extra copies of work order	authorizations, prodution orders, adjustment, numbers, instruction slips	Destroy on completion of job. AUTH: N1-AFU-90-3 See Note Number: 386
37.00	Selected Work Orders	selected work orders	pertaining to local manufacture of items used to establish work standards and costs of repetitive work	Destroy after 6 months. AUTH: N1-AFU-90-3
38.00	Data Processing Machine Listing	data processing machine listing	such as identification number listings, etc.	Destroy after 2 years or when superseded or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 386

39.00	Core Automated Maintenance System (CAMS) Output Products	Core Automated Maintenance System (CAMS) output products	training course table list, job qualification standards (JQS), career field education and training plans (CFEPTs), course status report, status code, training forecast, daily operational utilization report, maintenance personnel listing, skill level report, workcenter list, flying schedules, TCTO status, TCTO reports, mobility personnel, maintenance data collection equipment schedule, etc.	Destroy when superseded, obsolete, or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 386

Table 21-12

SERVICE ENGINEERING

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Project Files	records reflecting results of engineering evaluations, feasibility studies, modifications, prototyping and testing (including verification test)	generated as a result of engineering management and commodity engineering support and services required for operation, maintenance, modification and rehabilitation of material, and are categorized into various weapons support systems and subsystems (i.e., propulsion accessories, electronics, materials, nonaeronautical and aeronautical)	Destroy 30 years after equipment, system, or subsystem is declared obsolete to Air Force needs. AUTH: N1-AFU-90-3

Table 21-13

GROUND COMMUNICATIONS-ELECTRONICS EQUIPMENT STATUS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Equipment Status Records, Batch or MMICS	data cards used to prepare summaries, tabulations or automated data processing equipment (ADPE) tapes	at MAJCOMs	Destroy after action is completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Equipment Status Records, Batch or MMICS Below MAJCOMs	equipment status records, batch or MMICS	below MAJCOMs	Destroy 14 days after preparation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Master Inventory and Standard MMICS Equipment Status Reporting (ESR) Listings, CEM Programs Summaries, Listings, and Studies	listings	master inventory and standard MMICS Equipment Status Reporting (ESR) listings; or summaries, listings and studies	Destroy when superseded, obsolete, no longer needed, or after 1 year, whichever is sooner.

				AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	CEM Programs at MAJCOMs and Intermediate Headquarters	audit/error, open incident, and daily Automatic Digital Network (AUTODIN) transmittal and reject listings and corrections	at MAJCOMs and intermediate headqaurters	Destroy 90 days after entry into batch or MMICS system. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	CEM Programs Below MAJCOMs	CEM programs	below MAJCOMs	Destroy 30 days after entry into the batch or MMICS system. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	CEM Programs Job Control Records	records	CEM programs job control records	Destroy 90 days after completion of job. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 21-14

RECLAMATION RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Reclamation of Aircraft and Surface Equipment as Result of Accidents or Normal Deterioration	historical data, reports of survey, special order extracts, photographs, related papers, and correspondence	reclamation of aircraft and surface equipment as a result of accidents or normal deterioration	Destroy 5 years after completion of action. AUTH: N1-AFU-90-3
1.01	Reclamation of Aircraft and Surface Equipment Required for Investigation/ Inquiries	reclamation of aircraft and surface equipment	required for investigation/inquiries	Destroy on completion of such action, provided retention period has expired. AUTH: N1-AFU-90-3
2.00	Reclamation of Aircraft and Surface Equipment at Subordinate Echelons	reclamation of aircraft and surface equipment	at subordinate echelons	Destroy 2 years after completion of action. AUTH: N1-AFU-90-3
2.01	Reclamation of Aircraft and Surface Equipment MAJCOM Requests Audit	reclamation of aircraft and surface equipment of a specific case file,	MAJCOM requested audits	Destroy 2 years after audit. AUTH: N1-AFU-90-3

Table 21-15

AEROSPACE MAINTENANCE & REGENERATION CENTER

R	A	B	C	D

U L E	If the records are or pertain to	consisting of	which are	then
1.00	Aircraft/Missile and Special Project Files for USAF, USA, USN, USCG, and Other Government Agencies	project directions, schedules, special technical aspects, customer correspondence, inquiries from higher headquarters, work directives and amendments, work/shipping priorities, and contracts for both the continental United States (CONUS) and SAP customers	at AMARC, OPR responsible for coordination and acceptance of negotiated workloads from weapons systems managers, item managers, and other services and government agencies	Destroy 2 years after completion of action. AUTH: N1-AFU-90-3
2.00	Work Directives and Related Records	work directives and related records	at other than AMARC OPR	Destroy 1 year after completion of action or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

Table 21-16

AERONAUTICAL DEPOT MAINTENANCE INDUSTRIAL TECHNOLOGY PROGRAM

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Improved Repair Project Proposal, Engineering Proposals	description of problems, initiator, stock numbers, prices, possible solutions, evaluations/analyses, conclusions, recommendations and related correspondence;description of new or changed technical process requirements and their alternative solutions	at HQ AFMC	Destroy 3 years after completion/deletion of project. AUTH: N1-AFU-90-3
2.00	Improved Repair Project Proposals Approved	approved improvement repair project proposals	at submitting, supporting, participating, and other activities	Destroy on completion of project or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
3.00	Improved Repair Project Proposals Disapproved	disapproved improvement repair project proposals	proposals at activities in Rule 2	Destroy after 3 years. AUTH: N1-AFU-90-3
4.00	Safety Proposals	recommended methods of processing involving safety or health considerations	approved by safety and/or medical authorities	Destroy after inclusion into technical data, Air Force Occupational Safety & Health (AFOSH) or Occupational Safety & Health Administration (OSHA) standards. AUTH: N1-AFU-90-13
5.00	Program Reports/Technical Reports	reports prepared at the completion of an important phase of a program or at the end of a project and contain evaluation methods, recommendations, and conclusions	at HQ AFMC	Destroy 10 years after the close of a project. AUTH: N1-AFU-90-13

6.00	Program Reports/Technical Reports Copies Other Than Rule 5	program report/technical report copies	other than Rule 5	Destroy when no longer needed. AUTH: N1-AFU-90-3
7.00	Program Proposals Approved	description of processes, techniques, and related material pertinent to common repair facilities	approved	Destroy 5 years after the close of the project. AUTH: N1-AFU-90-13
8.00	Program Proposals Disapproved	program proposals	disapproved	Destroy after 3 years. AUTH: N1-AFU-90-3
10.00	Summary Quarterly Reports	reports containing the accomplishments and impact of overhaul and repair processing projects proposed	initiated and completed	Destroy after 1 year. AUTH: N1-AFU-90-3

Table 21-17

GOVERNMENT-OWNED TELEPHONE SERVICE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Telephone/Wire Communications History Records	telephone/wire communications history records	records documenting management, operation and maintenance of government-owned telephone and wire communications equipment, including telephone equipment line record, telephone equipment key systems record/worksheet, cable record, telephone number assignment record, and related records maintained in accordance with TO 00-20-5	Destroy when individual service is discontinued or when superseded by new record card. AUTH: N1-AFU-89-19
2.00	Telephone Service, and Cable and Terminal Transfer Records	telephone service and cable and terminal transfer records	service requests, service orders, and cable transfer worksheets used to record information pertinent to cable and terminal transfers	Destroy 2 years after completion of actions. AUTH: N1-AFU-89-19
3.00	Telephone Service Complaints	telephone trouble logs	used to document telephone service complaints	Destroy after 2 years. AUTH: N1-AFU-89-19
4.00	History of Battery Service	history of battery service	monthly storage battery service records	Destroy when battery is no longer in service. AUTH: N1-AFU-89-19
5.00	Circuit Layout and Trouble Report Records	trouble reports	records that document circuit layout and trouble reports for special circuits	Destroy 1 year after discontinuance of service. AUTH: N1-AFU-89-19

Table 21-18

MINUTEMAN COMMUNICATIONS CABLE AFFAIRS

RU	A	B	C	D
	If the records	**consisting of**	**which are**	**then**

L E	are or pertain to			
1.00	Hardened Intersite Cable Systems (HICS) Project/Case File, Tract, Landowner/Tenant Files	initial requests generated by a utility/government agency to relocate, adjust, or cross a HICS easement; copies of consent to cross cable easement issued by the US Army Corps of Engineers, engineering drawings, specifications, and cost estimates; requests for funding, letters of agreement between the USAF and other parties; photos, sketches, and memoranda of telephone conversations representing other parties; reimbursement billing requests and payment received vouchers; miscellaneous memoranda, and other correspondence associated with HICS relocation adjustment project; or tract, landowner/tenant files	at cable affairs office; or records unique to a particular tract number, associated with an erosion project; copy of returned annual landowner or tenant questionnaire/letter; copy of legal instruments granting the USAF easement for installation of the HICS: investigations and settlement data regarding land, property, or crop damage; erosion investigation photographs, cost estimates, drawings, specifications, contract solicitation data, technical provisions, repair completion notices, and miscellaneous memoranda for the record	Destroy 1 year after deletion of the Minuteman missile cable system at applicable base or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

Table 21-19

AIRCRAFT BATTLE DAMAGE REPAIR (ABDR)

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	ABDR Proficiency Status	summaries of the specific types of completed ABDR proficiency training	at each unit with ABDR taskings	Destroy when training requirements are changed or 2 years after submitted, whichever is sooner. AUTH: N1-AFU-90-25

Table 21-20

ARMAMENT TRAINING

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Individual Weapons/ Aircraft Evaluation and Certification	personnel/crew evaluation reports	used to update load training and certification documents	Destroy after 1 year or when replaced by equivalent evaluation. AUTH: N1-AFU-90-3
1.01	Individual Weapons/ Aircraft Evaluation and Certification and Decertification	evaluations	individual weapons/aircraft evaulation and certification and decertification	Destroy when superseded or when an individual has been relieved from duties requiring certification. AUTH: N1-AFU-90-3

1.02	Load Training and Certification Records	load training and certification records	for certification of munitions-loading crews	Destroy when superseded or when an individual has been relieved from weapons loading. AUTH: N1-AFU-90-3
2.00	Individual Bombardment and Gunnery Training	individual bombardment and gunnery training	records of bombing and gunnery practice and bombing missions	Destroy after completion of training, provided data required for individual training records have been extracted and entered on appropriate record. AUTH: N1-AFU-90-3
3.00	General Bombardment and Gunnery Training	general bombardment and gunnery training	training in air-to-air and air-to-ground gunnery and bombing, such as instructor log reports, bombing range log, bomb trainer target sheets, and bombing proficiency work sheets	Destroy after 6 months. AUTH: N1-AFU-90-3
5.00	Ground Weapons Training and Maintenance	AF Form 710, Ground Weapons Training Record	maintained at range offices	Destroy after 3 years. AUTH: N1-AFU-90-3
5.01	Ground Weapons Training and Maintenance Small Arms Training	correspondence, requests, notices, or similar data	used to reflect the time, area, and type of firing in scheduling personnel	Destroy after 1 year. AUTH: N1-AFU-90-3
5.03	Ground Weapons Training and Maintenance	AF Form 522, Ground Weapons Training Data	maintained at the individual's unit	Dispose of per AFI 36-2608. AUTH: N1-AFU-90-3
5.04	Combat Arms Management Information System (CAMIS) report	Combat Arms Management Information Systems (CAMIS) report	in paper form only	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 388
6.00	Distinguished Pistol/Rifleman Badges	individual record of awards (pistol) and (rifle) 5 x 8 cards recording credit points earned	at HQ AETC	Destroy after 30 years. AUTH: N1-AFU-90-3
7.00	Explosive Ordnance Disposal Proficiency	records accumulated in the program of continuous training which is essential to maintenance of proficiency up to standards established	individual proficiency training record forms	Destroy 18 months after they are completed. AUTH: N1-AFU-90-3
8.00	Certification Control Registers	registers	certification control registers	Destroy after they have been completed and replaced by new verified registers. AUTH: N1-AFU-90-3
9.00	Ammunition Records	issues, expenditures, turn-ins, and other records relating to ammunition accountability for individuals, units, and activities	not in ammunition custodian jacket file	Destroy after 2 years. AUTH: N1-AFU-90-3
9.01	Ammunition Records in Custodian Jacket File	ammunition records	in custodian jacket file	Destroy when superseded by a validated supply point listing (Q-13).

				AUTH: N1-AFU-90-3
10.00	Munitions Allowances	munitions allowances	requests, changes, estimates, and related records	Destroy when superseded. AUTH: N1-AFU-90-3

Table 21-21

ARMAMENT

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Ammunition and Explosive Materiel Originals	ammunition disposition reports or similar forms used to report and request authority to dispost of obsolete or unserviceable ammunition, components, and explosives	maintained as property vouchers to the stock record account	Disposition pending... AUTH: Unscheduled
2.00	Ammunition and Explosive Materiel Below Major Subordinate Commands	ammunition and explosive materiel	below major subordinate commands	Destroy after 2 years. AUTH: N1-AFU-90-3
2.01	Ammunition and Explosive Materiel at Major Subordinate Commands and Above	ammunition and explosive materiel	at major subordinate commands and above	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
3.00	Ammunition and Explosive Materiel Reports and Correspondence	ammunition and explosive materiel reports and correspondence	inspection and storage reports, periodic reports of availability, requirements, inventories, consumption, and related correspondence	Destroy after 1 year or when superseded by a new report, whichever is later. AUTH: N1-AFU-90-3
4.00	Waivers or Exemptions to Explosive Safety and Quantity-Distance Criteria at HQ USAF	waivers or exemptions to explosive safty and quantity-distance criteria at HQ USAF	authorizations for waivers or exemptions to empirical distances in relation to quantity of explosives accumulated incident to inspections concerning safety, surveillance, renovation, preservation, repair, modification, demilitarization, manufacture, and destruction of ammunition and explosive materiel	Destroy 2 months after date of expiration. AUTH: N1-AFU-90-3
5.00	Waivers or Exemptions to Explosive Safety and Quantity-Distance Criteria at Other Than HQ USAF	waivers or exemptions to explosive safety and quantity-disatnce criteria at other tha HQ USAF	authorizations for waivers or exemptions to empirical distances in relation to quantity of explosives accumulated incident to inspections concerning safety, surveillance, renovation, preservation, repair, modification, demilitarization, manufacture, and destruction of ammunition and explosive materiel	Destroy immediately after date of expiration. AUTH: N1-AFU-90-3

6.00	Ammunition and Explosive Materiel Surveillance	ammunition and explosive materiel surveillance	cards maintained as a cumulative record covering the entire period of storage at an installation	Destroy 2 years after ammunition is shipped or otherwise disposed of or when superseded, whichever is sooner. AUTH: N1-AFU-90-3
7.00	Explosive Ordinance Disposal (EOD) at Originating Units	form reports and related records	at originating units and intermediate reviewing activities/staff offices	Destroy after 1 year. AUTH: N1-AFU-90-3
8.00	Explosive Ordinance Disposal (EOD) at MAJCOMs	form reports and related records	at MAJCOMS	Destroy when no longer needed. AUTH: N1-AFU-90-3
9.00	Explosive Ordinance Disposal (EOD) at Det 63 ASC	form reports and related records	at Det 63, Aeronautical Systems Center (ASC/CC), Air Force Liaison with the Naval EOD Technology Division	Destroy after 5 years. AUTH: N1-AFU-90-3
11.00	Key Control and Issue Log	key control and issue log	form reports and related records	Destroy 1 month after all entry spaces are used and replaced by a new log, if no longer required. AUTH: N1-AFU-90-3
12.00	Aircraft Armament and Munitions Configuration	aircraft armament and munitions configuration	munitions configuration and expenditure documents	Destroy when data has been extracted and entered on appropriate records or when no longer needed. AUTH: N1-AFU-90-3
13.00	Covenant Not to Sue-Hold Harmless Agreements	completed records	initiated in the interest of USAF that may involve civilian claims at a later date used in conjunction with providing EOD assistance to civil agencies	Destroy 2 years after date of incident per Federal tort claims act. AUTH: N1-AFU-90-3
14.00	Nuclear Ordinance Shipping Schedule (NOSS) at MAJCOMs	message report consisting of nuclear ordnance shipment requirements to support contingencies, war plans, SIOP/alert posture and/or emergencies	at MAJCOMs	Destroy after 1 year or when no longer needed, whichever is later (see Note). AUTH: N1-AFU-90-3 See Note Number: 477
15.00	Nuclear Ordinance Shipping Schedule (NOSS) below MAJCOMs	Nuclear Ordinance Shipping Schedule (NOSS)	below MAJCOMs	Destroy 3 months after all movements are completed or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number:

Table 21-22

COMBAT AMMUNITION SYSTEM-BASE (CAS-B) RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Daily Transaction History	accountable registers that reflect specific property transactions	at locations operating under the CAS	Destroy after 1 year or when replaced by a monthly register, whichever is later. AUTH: N1-AFU-90-3
2.00	Monthly Transaction History, Munitions Reconciliations, Conversion Audit List, Source Records, Inventory Accuracy Report	accountable registers that reflect specific property transaction; reconciliation reports of munitions on munition serviceability and location records required by AFI 21-201, Inspection, Storage, and Maintenance of Non-Nuclear Munitions; accountable record pertaining to satellite rehomings, conversion from any other supply system to the CAS, establishment of new munitions supply account, and conversion of computer system; issue/turn-in records, shipping/receiving, expenditures, disposals, and notice of lost or missing documents which pertain to accountable-type transactions and contain valid document number; listings prepared to show accuracy of inventory	at locations operating under the CAS	Destroy after 1 year. AUTH: N1-AFU-90-3
3.00	Unit Records	due-out listing, due-in from maintenance (DIFM) listing, asset balance listing, asset level listing, basic indicative data report, summary report, shipment suspense, and asset posture report	at locations operating under the CAS	Destroy when superseded AUTH: N1-AFU-90-3
8.00	Recurring CAS Listings and Reports Not Covered Elsewhere in this Table	recurring CAS listings and reports not covered elsewher in this Table	at locations operating under the CAS	Destroy on receipt of new listings or reports, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
10.00	Inventory Adjustment Registers	inventory adjustment listing used to adjust item/detail record balances processed per AFI 21-201	at locations operating under the CAS	Destroy after 2 years. AUTH: N1-AFU-90-3
11.00	Inventory Count Listings	listing or forms associated with, prepared, or accomplished as part of cyclic/special inventories	at locations operating under the CAS	Destroy after next semiannual inventory is reconciled. AUTH: N1-AFU-90-3
13.00	Inventory Status	inventory status report	at	Destroy when

	Report		locations operating under the CAS	no longer needed. AUTH: N1-AFU-90-3
15.00	Custody Jacket Files (Supply Point Records)	custodian authorization/custody receipt listing, supporting documents, authorizations, letters of instruction, and briefings	at locations operating under the CAS	Destroy after receipt and validation of new approved custody listing. AUTH: N1-AFU-90-3
16.00	Base Information/ Organization File	tapes or listings that reflect base activity addresses or organizations that require munitions support	at locations operating under the CAS	Destroy when superseded or no longer needed. AUTH: N1-AFU-90-3
25.00	Installation Level Audits	nuclear munitions and CAS management audits.	at locations operating under the CAS	Destroy after subsequent audit is finalized. AUTH: N1-AFU-90-3
26.00	Waivers or Exemptions to Explosive Safety and Quantity-Distance Criteria	locally generated override approval forms required for overrides to hazard division, compatibility group, or total net explosive weight for storing munitions	at locations operating under the CAS	Destroy after safety waiver is approved or conditions for waiver no longer exist. AUTH: N1-AFU-90
32.00	Munitions Maintenance Monthly Maintenance Plans	records used in scheduling, controlling, managing maintenance efforts, recording operational data and status information, recording the accomplishment of servicing, inspection, checkout, adjustment, calibration, repair, overhaul, and modification	at locations operating under the CAS	Destroy after 6 months, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
33.00	Munitions Maintenance Weekly Maintenance Plans	munitions maintenance weekly maintenance plans	at locations operating under the CAS	Destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

Table 21-23

NUCLEAR WEAPONS LOGISTICS AND ACCOUNTABILITY

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Accountable Records for Nuclear Weapon, DOE Major Assemblies and Components	accountable officer appointment orders and certificates of transfer of accountability	documenting change of accountable officer	Destroy 12 years after inactivation of account. AUTH: N1-AFU-03-12

2.00	Spcl Weap Info Mngmnt (SWIM) Orig Recs on Electronic Media, Audit Reports/Correspondence, Reciept/Shipment/Issue/Turn-in Docs	System stock records, trailer records, and document control registers; audit reports and associated correspondence; receipt, shipment, issue and turn-in documents(DD Form 1348-1A, AF Form 2005, or automated equvalents) for reparable parts	AF Forms 105F-6, AF Form 1765, AF Form 36, or automated equivalents; reports generated as a result of other audits; maintained by the accountable officer and created in prior fiscal years	Destroy after 2 years. AUTH: N1-AFU-03-12
3.00	Special Weapon Information Management (SWIM) Original, Historical Records on Electronic Media	system stock records, trailer records, and document control registers	AF Forms 105F-6, AF Form 1765, AF Form 36, or automated equivalents	Destroy 2 years after database reinitialization or 7 months after audit of accounts, whichever is later. AUTH: N1-AFU-03-12
4.00	Special Weapon Information Management (SWIM) Daily, Weekly or Monthly Backup Copies of Current	system stock records, trailer records, and document control registers	AF Forms 105F-6, AF Form 1765, AF Form 36, or automated equivalents	Destroy when no longer needed. AUTH: Unscheduled
5.00	Spcl Weapon Info Management, Status Rpting of JCS Items, Mvmnt of Weaps Btw Bases, Transportation Forecast, Employment Rpts	system stock records, trailer records, and document control registers, such as AF Forms 105F-6, AF Form 1765, AF Form 36, or automated equivalents; or status change reports for JCS reportable items (AF Forms 1764 or Automated Equivalent) maintained by other offices; or Nuclear Ordinance Shipping Schedules (NOSS), Movement Transfer Order (MTO) requests, MOT consignment notifications, Special Assignment Airlift Mission (SAAM) directives, SAAM itinerary messages, Limited Life Component (LLC) forecast and scheduling message, time change item schedules, time change items support messages, DOE Transportation Safeguard Division(SD) trip notification maintained by other offices; or second destination transportation forecast; employment suitability reports which are NOCM practice bomb reports, location inventory listing		Destroy when no longer needed. AUTH: N1-AFU-03-12
6.00	SWIM Transaction History Files Current, Original Records on Electronic Media	SWIM transaction history files	current, original records on electronic media	Destroy after 2 years. AUTH: N1-AFU-03-12

7.00	SWIM Transaction History Files Original, Historical Records on Electronic Media	SWIM transaction history files	original, historical records on electronic media	Destroy 2 years after transaction history backup or 7 months after audit of accounts, whichever is later. AUTH: N1-AFU-03-12
8.00	Original or Certified Copies of Signed Receipt and Shipment Documents Created in the Current Fiscal Year	issue and turn in documents, inventory adjustment vouchers, stock change vouchers (DD Forms 1348-1A, DOE/NRC Forms 741, DD Forms 1150, AF Form 85A, AF Form 160, or automated equivalent	maintained by the accountable officer and created in the current fiscal year	Destroy after 2 years. AUTH: N1-AFU-03-12
9.00	Original or Certified Signed Receipts and Shipment Documents, Created in Prior Fiscal Year	issue and turn in documents, inventory adjustment vouchers, stock change vouchers (DD Forms 1348-1A, DOE/NRC Forms 741, DD Forms 1150, AF Form 85A, AF Form 160, or automated equivalent	maintained by the accountable officer	Destroy after 2 years or 7 months after audit of accounts, whichever is later. AUTH: N1-AFU-03-12
10.00	Custody Transfer and Accountability of Nuclear Weapons	custody revalidation listing, issue and turn-in documenting transfer between the accountable officer and weapons custodian and stock change vouchers affecting items in custody of the weapons custodian a (DD Form 1150, AF Form 160, or automated equivalents)	maintained by the weapons custodian	Destroy after the next account custodian revalidation. AUTH: N1-AFU-03-12
11.00	Temporary Hand Receipts for Items Pending Receipt Verification (AF Form 1297)	temporary hand receipts for items pending receipt verification	maintained by the accountable officer	Destroy after formal receipt verification and issue document is signed. AUTH: N1-AFU-03-12
12.00	Custody Transfer Documents (Granting Temporary Custody of Weapons)	custody transfer documents	transfer documents between the weapons custodian and subsequent individuals granted temporary custody of weapons (DD Form 1150, AFTO Form 349 or automated equivalent)	Destroy after the item is returned to the orgiinal weapons custodian. AUTH: N1-AFU-03-12
13.00	Custody Transfer Documents for ICBM Warheads on Alert	custody transfer documents for ICBM warheads on alert	custody transfer documents for ICBM warheads on alert (AF Form 514, AF Form 524 or automated equivalent)	Destroy 2 years after weapons are returned. AUTH: N1-AFU-03-12
14.00	Build-up Documents Certifying	build-up documentation	not documented on	Destroy wehn

	Configuration of Multiple Carriage Weapons, DOE Managed Spare Parts and Equipment	certifying configuration of multiple carriage weapons(pylons and launchers); or DOE managed spare parts and equipment which are DOE Spares Reparable Listing, DOE Spare Parts Listings, Tailored List of Spares	AF Form 1764; and maintained by the weapons custodian	superseded or no longer needed. AUTH: N1-AFU-03-12
16.00	Build-up Documents Certifying Configuration of Multiple Carriage Weapons Documented on AF Form 1764 (Accountable Officer)	build-up documents certifying configuration of multiple carriage weapons documented on AF Form 1764	maintained by the accountable officer	Destroy after 2 years or 7 months after audit of account, whichever is later. AUTH: N1-AFU-03-12
17.00	Courier Receipts (DD Forms 1191, AEC or AD Forms 60 or Automated Equvalent) Affecting Account Balance	records	relating to shipment or receipts affecting account balance	Maintain with receipt shipment documents. AUTH: N1-AFU-03-12
18.00	Courier Receipts (DD Form 1911, AEC or AD Form 60 or Automated Equivalent) Items	courier receipts	relating to overnight or temporary storage when items are not picked up on account	Destroy 90 days after items leave station. AUTH: N1-AFU-03-12
19.00	Inventory Records Documenting an Inventory Occurring in Conjunction with a Change in Accountable Officer	inventory records documenting an inventory occurring in conjunction with changed in accountable officer	certificate of inventory, inventory count cards, and blind inventory worksheets (see rule 1 in this table for certificate of transfer of accountability)	Destroy 1 year after the accountable officer is relieved by a subsequent transfer or 2 years after the date of the inventory, whichever is later. AUTH: N1-AFU-03-12
20.00	Inventory Records Documenting an Annual or Semi-Annual Periodic Inventory (SIR)	inventory records documenting an annual or Semi-Annual Periodic Inventory (SIR)	certificate of inventory, inventory count cards, and blind inventory worksheets (see rule 1 in this table for certificate of transfer of accountability, semi-annual inventory (SIR), SIR reconcilation message, saddle bag inventory letter, appointment orders for inventory verifyng officer	Destroy 2 years after the date of the inventory. AUTH: N1-AFU-03-12
21.00	Audit of Accounts Performed in Conjunction with a Semi-Annual Inventory	audit of accounts performed in conjunction with a semi-annual inventory	appointment orders for auditing officer, certificate of audit, and report of audit	Destroy with semi-annual inventory records. AUTH: N1-AFU-03-12
23.00	Status Reporting of JCS Reportable Items Maintained by Accountable Officer	status change reports for JCS reportable items (AF Forms 1764 or automated	maintained by Accountable Officer	Destroy 2 years after report or 7 months after

		equivalent)		audit account, whichever is later. AUTH: N1-AFU-03-12
25.00	Weapon Status Report (WSR)	reports	Weapon Status Report (WSR)	Destroy 7 months after the next SIR reconciliation or account audit, whichever is later. AUTH: Unscheduled
26.00	Stockpile Emergency Verification (SEV)	Stockpile Emergency Verification (SEV)	SEV initiation message, termination message, after action report, phase II completion report weapons custody listing, and phase I & II inventory count sheets	Destroy 2 years after SEV or SEV test. AUTH: N1-AFU-03-12
27.00	Logistics Movement of Weapons Between Bases	Nuclear Ordinance Shipping Schedules (NOSS), Movement Transfer Order (MTO) requests, MOT consignment notifications, Special Assignment Airlift Mission (SAAM) directives, SAAM itinerary messages, Limited Life Component (LLC) forecast and scheduling message, time change item schedules, time change items support messages, DOE Transportation Safeguard Division(SD) trip notification	maintained by MAJCOMs logistic agencies	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-03-12
28.00	Logistics Movement of Weapons Between Bases (Accountable Officer at Base Level)	Nuclear Ordinance Shipping Schedules (NOSS), Movement Transfer Order (MTO) requests, MOT consignment notifications, Special Assignment Airlift Mission (SAAM) directives, SAAM itinerary messages, Limited Life Component (LLC) forecast and scheduling message, time change item schedules, time change items support messages, DOE Transportation Safeguard Division(SD) trip notification	maintained by accountable officer at base level	Destroy 90 days after last action is completed. AUTH: N1-AFU-03-12
32.00	Unit Spares Authorization Listing, Unit DOE Equipment Authorization Listing	listings	unit spares/DOE equipment authorization listing	Destroy when superseded. AUTH: N1-AFU-03-12
33.00	Requisition Requests	requests	requisition request	Destroy when

				items are received. AUTH: N1-AFU-03-12
34.00	Receipts for Non-Repairable Parts	receipts	for non-repairable parts	Destroy after items are transferred to maintenance personnel. AUTH: N1-AFU-03-12
35.00	Receipt, Shipment, Issue and Turn-In Documents Current Fiscal Year	receipt, shipment, issue and turn-in documents (DD Form 1348-1A, AF Form 2005, or automated equivalents) for reparable parts	maintained by the accountable officer and created in the current fiscal year	Destroy 30 days after DOE receipt of materials. AUTH: N1-AFU-03-12
38.00	Receipt and Shipment Documents for Equipment	receipt and shipment documents for equipment	maintained by the custodian for DOE equipment	Destroy after the next equipment inventory validation listing is certified. AUTH: N1-AFU-03-12
39.00	Equipment and Parts Disposition	dispositions	equipment and parts disposition	Destroy after disposition instructions are received and all actions are complete. AUTH: N1-AFU-03-12
40.00	Recurring Reports	container asset report	recurring reports	Destroy after the next semi-annual validation report. AUTH: N1-AFU-03-12

Table 23-1

SUPPLY MANAGEMENT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Safekeeping of Military Property	forms	required by law for bonding private or civil corporations, institutions, or like concerns which possess government supplies and equipment	Return to originator in exchange for new valid bond or on settlement of property accounts. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	USSTRATCOM Supply System Management, Aircraft Distribution and Assignment Control Correspondence, Messages	USSTRATCOM form at USSTRATCOM supply support of maintenance activities; or correspondence, messages, and other records related to receipt, assignment, transfer, and disposal of aircraft	to MAJCOMs; required by law for bonding private or civil corporatins, institutions, or like concerns which possess government	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		assigned to MAJCOMs	supplies and equipment	
3.00	Aircraft Distribution and Assignment Control Project Files of HQ USAF	aircraft delivery and modification instructions and amendments, AFMC aircraft assignment directives, and related documents	of HQ USAF	Destroy 1 year after project is completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Aircraft Distribution and Assignment Control Locator Cards-F	aircraft distribution and assignment control locator cards for each aircraft	assigned to a MAJCOM	Destroy 3 months after transfer of aircraft from command jurisdiction, or on receipt of disposal termination authority, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Mission Capability Monthly Summaries	mission capability monthly summaries and other listings. Card decks are no longer used.	produced on line using the computer. (Card Decks are no longer used--11 Aug 05)	Destroy after 6 years and 3 months. AUTH: GRS 3, Item 3a(1)(a) See Note Number: 212, 213, 214
10.00	Munitions Supply Reconciliations	reconciliation reports of munitions	based on air munitions serviceability and location records, required by AFI 21-101	Destroy 1 year after reconciliation. AUTH: GRS 8, Item 7b(3) See Note Number: 212, 213, 214
11.00	Base Closure or Realignment (BRAC)	records and documentation of personal property left at closing bases to assist affected communities, such as DD Form 1149, Requisition and Invoice/Shipping Document, and DD Form 1348-1A, Issue Release/ Receipt Document	maintained by the command and/or the base operating site manager	Destroy 3 years after final conveyance of personal property. AUTH: GRS 4, Item 2 See Note Number: 212, 213, 214

Table 23-2

DUE-IN ASSET MANAGEMENT AND CONTROL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
7.00	Shipment Variation Printouts	shipment variation printouts, out-of-balance notices, overage data	at IMs/SSMs for reporting and controlling due-in assets from contractor and reporting Air Force activities	Destroy 2 years after completion of review and update action. GRS 3, Item 8(a) See Note Number: 149, 212, 213, 214
8.00	Arrival Reporting Records	reports and accounting returns used to initiate diversions of shipments or to initiate immediate reshipments	at IMs/SSMs for reporting and controlling due-in assets from contractor and reporting Air Force activities	Destroy 2 years after diversion or reshipment. AUTH: GRS 3, Item 4

				See Note Number: 149, 212, 213, 214
9.00	Shortage Report Records	reports transmitted by the depot to a technical service stock control point; used to determine a secondary source of supply	at IMs/SSMs for reporting and controlling due-in assets from contractor and reporting Air Force activities	Destroy after 2 years after report is created. AUTH: GRS 8, Item 4 See Note Number: 149, 212, 213, 214
10.00	Advice of Availability Records	reports by a stock control point to a depot which indicate a secondary source of supply for items appearing on a shortage report	at IMs/SSMs for reporting and controlling due-in assets from contractor and reporting Air Force activities	Destroy after 2 years. AUTH: GRS 8, Item 4 See Note Number: 212, 213, 214

Table 23-3

UNIT ORGANIZATION AND MATERIEL CONTROL SUPPLY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Active Unit Property Records	allied registers and files, including flyaway and en route kits, component records, requisitions, custody receipts, requests for issue or turn-in marked or stamped "custody receipt (issued of a permanent record)," property issue and turn-in slips, shipping and receiving documents, reports of survey, statement of charges, schedule of collections, inventory adjustment vouchers, mechanized property accounting cards, and related records	reflecting transactions occurring during the month	Destroy 6 years and 3 months after the transactions occur. AUTH: GRS 3, Item 3a(2)(a) See Note Number: 212, 213, 214
2.00	Temporary Issue Custody Receipts	custody receipts	temporary issue custody receipts	Destroy or return to indivdiual on return of property. AUTH: GRS 16, 20 and 3, Item 18b See Note Number: 212, 213, 214
3.00	Inactivated Unit Property Records Allied Register and Files	allied register and files	described in rule 1	Destroy 6 years and 3 months after the installation commander certifies property records have been reduced to zero balance, all

				property has been turned in to appropriate supply office or accounted for, and authority is issued to destroy. AUTH: GRS 3, Item 3a(2)(a) See Note Number: 212, 213, 214
4.00	Inactivated Unit Property Records Authorizations to Destroy the Records	inactivated unit property records	authorizations to destroy records	Destroy 6 years and 3 months after inactivation of unit or 2 years after disposal of the record, whichever is later. AUTH: GRS 3, Item 3a(2)(a) See Note Number: 212, 213, 214
5.00	Property Accounting Transaction Card	transaction cards	property accounting transaction cards	Destroy 6 years and 3 months after supply action is completed and entry has been posted to the document register. AUTH: GRS 3, Item 3a(2)(a) See Note Number: 212, 213, 214
6.00	Special Measurement Clothing and Orthopedic Footwear	Measurement forms	special measurement clothing and orthopedic footwear	Destroy 30 days after receipt of ordered material. AUTH: GRS 16, Item 1a See Note Number: 212, 213, 214
8.00	Supply Reporting -- Due-In Statistical Transaction Listing	equipment status reports, reports on supply levels, critically short items, other matters which affect the maintenance and receipt of supply items, due-in statistical transaction lists, and related papers	at unit supply for submission to higher headquarters	Destroy after 6 years and 3 months reports have been filed. AUTH: GRS 8, Item 3a(2)(a) See Note Number: 212, 213, 214
10.00	Supply Inspection	showdown inspection reports, final inspection reports, and related inspection papers	pertinent to units that are outfitted before overseas movement	Destroy after 3 years after the inspection. AUTH: GRS 8, Item 2 See Note Number: 212, 213, 214
11.00	USAF Marine Equipment Allowance and Checklist	forms	USAF Marine equipment allowance and checklist	Destroy 6 years and 3 months after boat is

				dropped from Air Force inventory and all equipment is accounted for. AUTH: GRS Item 3a(2)(a) See Note Number: 212, 213, 214
12.00	Unit Supply Officer Listings	unit suppy officer listings	continuing lists showing by name and inclusive dates each officer's assumed/relinquished responsibility and certificates of transfer	Retire 6 years and 3 months after transfer or upon inactivation of unit. AUTH: GRS 3, Item 3a(2)(a) See Note Number: 212, 213, 214
13.00	Training Equipment Issue and Turn-In	training equipment issue and turn-in	records relating to the request to base supply activities for training equipment, notification of action taken on request, and return of equipment to base supply activities, including issue/turn-in slips and related correspondence	Destroy 6 years and 3 months after turn-in of equipment. AUTH: GRS 3, Item 3a(2)(a) See Note Number: 212, 213, 214
14.00	Zero Overpricing	letters, messages, inquiries, and other material relating to suspected pricing error	at customer liaison, consumer advocate, materiel management, procurement office, or other repository	Destroy 6 years and 3 months after the resolution of the case or when no longer required if this is after the resolution date. AUTH: GRS 3, Item 3a(2)(a) See Note Number: 212, 213, 214
15.00	Unit Records	daily document registers	at equipment management office or base supply	Destroy after 6 years and 3 months. AUTH: GRS 3, Item 3a(2)(a) See Note Number: 212, 213, 214
15.02	Daily Document Registers and Project Fund Management Report	update and reconciliation	at units with geographically separated units (GSU) and at the GSU	Destroy 6 years and 3 months after report. AUTH: GRS 3, Item 3a(2)(a) See Note Number: 212, 213, 214
16.00	Priority Monitor Reports	priority monitor reports to include Air Force Broadcasing Service Supply Management reports	stock number directory, due-out status listing, due-in from maintenance listing, bench stock review, bench stock listing, special level listing; and any item tracking reports and due-out validation lists.	Destroy 6 years and 3 months after receipt of updated listing. AUTH: GRS 8, Item 3a(2)(a) See Note Number: 212, 213, 214

17.00	Source Records	source records used to verify cannibalization, issue/turn-in request, DOD single line item release/receipt document, item location and status card, temporary hand receipt, notification of TCTO kit requirements, quick reference lists, and report of packaging and handling deficiencies, repairable item processing tag, and input to maintenance repair capability reporting; used to order, receive, control, verify, input, forecast, turn-in, and are not accountable)	forms (i.e., supply control log, records of cannibalization, issue/turn-in request, DOD single line item release/receipt document, item location and status card, temporary hand receipt, notification of TCTO kit requirements, quick reference lists, and report of packaging and handling deficiencies, repairable item processing tag, and input to maintenance repair capability reporting; used to order, receive, control, verify, input, forecast, turn-in, and are not accountable)	Destroy after 6 years and 3 months. GRS 8, Item 3a(1)(a) See Note Number: 212, 213, 214
18.00	Verification Worksheet	worksheets	verification worksheets	Destroy 6 years and 3 months after completed action if no longer needed for justification of special levels. AUTH: GRS 8, Item 3a(2)(a) See Note Number: 212, 213, 214
20.00	Clothing Allowance and Request Information (Male and Female, Military and Personal)	information on indivdiaul mandatory clothing check(s) and clothing allowance(s) for all service members (Reserve, Air National Guard, and Active Duty) for military clothing, personal clothing, etc.	required during mandatory clothing checks (male and female); supporting records for personal clothing claims, at any office to include staff judge advocate offices, customer liason offices, etc.	Destroy 3 years after allowance or request or when new forms have been issued. AUTH: GRS 4, Item 2 See Note Number: 212, 213, 214
24.00	Customer Complaints/Inquiries	correspondence used to record and resolve customer complaints, problems, or inquiries	at the customer liaison office	Destroy 2 years after resolution of the case. AUTH: GRS 3, Item 2 See Note Number: 212, 213, 214
25.00	TCTO Jacket Files	TCTO jacket files	AF Form 2001, Notification of TCTO Kit Requirements, management notice of TCTO kit availability, notification of kit shipments, receipt documents, requisitions, and related records	Destroy 6 years and 3 months after all balances are reduced to zero and no requirements exist. AUTH: GRS 3, Item 3(2)(a) See Note Number: 212, 213, 214

Table 23-4				
BASE STOCK RECORD ACCOUNTS				
RULE	**A**	**B**	**C**	**D**
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Stock Record Accounts--Media Neutral	stock record account information	records or background information of accountable property transactions to a specific stock record account, or equivalent forms prescribed in AFMAN 23-110, USAF Supply Manual	Destroy 6 years and 3 months after equipment has been removed from the account. AUTH: GRS 3, Item 3(2)(a) See Note Number: 212, 213, 214
4.00	Document Registers, Source Records Not Prescribed by AFMAN 23-110, Supporting Records	accountable registers prescribed in AFMAN 23-110 that reflect specific property transactions prepared by bases operating under the Standard Base Supply System (SBSS); supply document register and other background information prepared by bases operating a manual base supply system; issue/turn-in records, shipping/receiving records, inventory adjustment documents, USAF excess and surplus property turn-in records not used as supporting records (see Rule 14), and notice of lost or missing documents which pertain to accountable-type transactions and contain valid document numbers; reports of survey, statement of charges, cash collection vouchers, DOD single line release/receipt document, USAF excess and property turn-in records, and any other records needed to support each entry on transaction and document register identified in AFMAN 23-110	prepared by the bases operating uder the standard base supply system (SBSS);prepared by bases operating a manual base supply system; not used as supporting ecords (se Rule 14), and notice of lost of missing documents which pertain to accountable type trasactiona dna contain valid document numbers; identified in AFMAN 23-110	Destroy after 6 years and 3 months. AUTH: GRS 3, Item 3(2)(a) See Note Number: 212, 213, 214
5.00	Daily Document Registers Information Copies Used as a Cross-Reference Work File	daily document registers information copies	used as a cross-reference work file	Destroy 6 years and 3 months after use or on receipt of stock number directory, whichever is sooner. AUTH: GRS 3, Item 3(2)(a) See Note Number: 212, 213, 214
9.00	Daily Transaction Register (Original and Copies)	accountable registers prescribed in AFMAN 23-110 that reflect specific	prepared by bases operating under the SBSS and maintained in	Destroy after 6 years and 3 months or when replaced by a

		property transactions	document control	consolidated transaction register. AUTH: GRS 3, Item 3(2)(b) See Note Number: 212, 213, 214
10.00	Consolidated Transaction Register (Originals and Copies)	consolidated transaction register originals	maintained in Document Control and other offices	Destroy after 6 years and 3 months or when no longer needed. AUTH: GRS 3, Item 3(2)(b) See Note Number: 212, 213, 214
14.01	Transactions that Exceed the Simplified Acquisition Threshold and all Construction Contracts Exceeding $2,000	local purchase receipt records identified in AFMAN 23-110	transactions of $25,000 or less and constructions contracts under $2,000	Destroy 6 years and 3 months after final payment. AUTH: GRS3,ITEM3a(1)(a) See Note Number: 212, 213, 214, 663
14.02	Transactions at or Below the Simplified Acquisition Threshold and all Construction Contracts at or Below $2,000	local purchase receipt records identified in AFMAN 23-110	transactions of $25,000 or less and construction contracts under $2,000	Destroy 3 years after final payment. AUTH: GRS3,ITEM3a(1)(b) See Note Number: 212, 213, 214, 663
15.00	Supporting Records Not Covered in Rules 14 or 14.01	supporting records	not covered in rules 14 or 14.01	Destroy 6 years and 3 months after recording on daily transaction and document registers, and after quality control check is completed. AUTH: GRS 3, Item 3(2)(b) See Note Number: 212, 213, 214
16.00	Adjusted Stock Level Records	adjusted stock level records, all copies	used to adjust the stock level records at initiating activities and used for validation or revalidation.	Destroy 6 years and 3 months after adjustment, validation or revalidation. AUTH: GRS 3, Item 3(2)(b) See Note Number: 212, 213, 214
21.00	UMMIPS Surveillance Listings	UMMIPS surveillance listings	prepared by bases operating under the standard base level supply system (Sperry 1100-60)	Destroy 6 years and 3 months after monthly cutoff. AUTH: GRS 3, Item 3a(2)((a) See Note Number: 212, 213, 214
22.00	Recurring Listings and Reports Not Covered Elsewhere in This Table	recurring listings and reports	not covered elsewhere in this table	Destroy 6 years and 3 months after receipt of new listings or reports, or after all analytical and management purposes are served, or as required in AFMAN 23-110, whichever is later. AUTH: GRS 3, Item 3a(2)(a)

				See Note Number: 212, 213, 214
24.01	Supply File Dump Tapes, Data Processing Requests, Program Release Sheet Files, Supply System Trouble Reports	supply file dump tapes erased and reused by the base per AFMAN 23-110; automated data processing machine work requests which are forms used to request nonrecurring or as required computer products; assembly and squeeze release sheets and related documentation used to control the application of computer programs in the SBSS operation; standard operating supply system trouble reports which are forms maintained on an annual basis	those tapes erased and reused by the base per AFMAN 23-110; forms used to request nonrecurring or as required computer products; used to control the application of computer programs in the SBSS operation; forms maintained on an annual basis	Destroy when the identical records have been deleted, or when replaced by a subsequent backup file. GRS 20, Item 8b See Note Number: 212, 213, 214
26.00	Account Files	account files	individual files of personnel authorized to receipt for property, supplies and spares containing current and noncurrent specimen signatures, name, grade and organization of account custodians, and waivers granted for use of stamps when numerous repetitive signatures are required	Destroy when 1 year old. AUTH: GRS 6, Item 1b See Note Number: 212, 213, 214
28.00	Nuclear Weapons Stock Record Accounts	supply records or materiel courier receipts	filed as required by AFMAN 23-110	Destroy 6 months after audit of the account. AUTH: GRS 3, Item 8b See Note Number: 212, 213, 214
29.00	Weapons and Communications Security (COMSEC) Serial Number Data	serial number images identified by national stock numbers (NSN) which contain a serialized reporting code (SRC) identifier in the Federal Logistics Record (FEDLOG) data	processed internal to D002A (SBSS) programs, reported to Air Force Equipment Management System (AFEMS) (C001)and maintained internally on SBSS detail records or on CAMS records in case of airborne COMSEC	Destroy when serial numbered assets are shipped from the base. AUTH: GRS 8, Item 8b See Note Number: 212, 213, 214
30.00	Weapon and Communications Security (COMSEC) Serial Number Electronic Transaction Images	processed internal to the D002A (SBSS)	applicable to serial numbered COMSEC and weapons assets shipped/transferred from the base to another base or back to the source of supply	Maintain D002A (SBSS) transaction history (electronically, preferred method) for two years and then destroy. AUTH: GRS 8, Item 8b See Note Number: 212, 213, 214
31.00	Reports Listing, and Management Products from Weapon and COMSEC Serial Number Electronic Transaction Images	reconciliation reports, serial number listings, and comparable management products	prepared from weapon and COMSEC serial number electronic transaction images	Destroy when superseded, obsolete or no longer needed. AUTH: GRS 8, Item 8 b See Note Number: 212, 213, 214

32.00	Base Materiel/Supply Automated System (Sperry 1100-60)	stock fund inventory management report and stock fund stratification program	at bases operating under the SBSS (Sperry 1100-60)	Destroy 2 years after close of fiscal year or when no longer needed, whichever is later. AUTH: GRS 8, Item 8b See Note Number: 212, 213, 214
33.00	Conversions Audit List (R22)	accountable record pertaining to satellite rehomings, conversion from any other supply system to SBSS establishment of new supply account, conversion of computer systems	at SBSS activities	Destroy after 1 year. AUTH: GRS 8, Item 8b See Note Number: 212, 213, 214

Table 23-5

TABLE OF ALLOWANCE/AUTHORIZATION RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Table of Allowance (TA) Records on Weapon Systems (Aircraft, Missiles, etc.)	Table of Allowance (TA) Records on Weapon Systems	records accumulated by the air logistics centers (ALCs) offices of record in establishing, changing and maintaining tables of allowance data (i.e., SERDs, correspondence, etc.)	Destroy 2 years after the system for which the TA was established is no longer in the AF inventory or 8 years after the publication date, whichever is sooner. AUTH: GRS 8, Item 4 See Note Number: 212, 213, 214
2.00	TA on Nonweapon-Type Systems	systems	TA on nonweapon-type systems	Destroy 2 years after the TA has been cancelled or 6 years after publication date, whichever is sooner. AUTH: GRS 8, Item 4 See Note Number: 212, 213, 214
3.00	TA Records Maintained by Using Activity	TA Records	maintained by using activity	Destroy when superseded or obsolete or on receipt of a revision notice. AUTH: GRS 8, Item 8b See Note Number: 212, 213, 214
4.00	Allowance/Authorization Change Requests and Custodian Request/Receipt at Equipment Management Section	approved copies	within established allowance and approval authority is wing level or lower, do not require approval under temporary authority, miscellaneous allowance source codes	Destroy after notifying the custodian and all processing actions are complete. AUTH: GRS 8, Item 8b See Note Number:

			not recommending changes to allowance documents, and copies used for other than requesting changes in authorizations	212, 213, 214
5.00	Allowance/Authorization Change Requests and Custodian Request/Receipt at Other Than MAJCOM Equipment Management Office	approved copies	authorized under miscellaneous allowance source codes specified in, and do not require approval under temporary authority	Hold with supporting records for as long as the authorization remains in effect, or appears on a consolidated listing (CL) validated and signed by the appropriate certifying official, then destroy. AUTH: GRS 8, Item 8b See Note Number: 212, 213, 214
5.01	Allowance/Authorization Change Requests and Custodian Request/Receipt	allowance/authorization change requests and custodian request/receipt	at MAJCOM equipment management office	Destroy after 1 year or when action is complete. AUTH: GRS 8, Item 8b See Note Number: 212, 213, 214
5.02	Allowance/Authorization Change Requests and Custodian Request/Receipt Validated and Signed CL	allowance/authorization change requests and custodian request/receipt	validated and signed CL	Destroy when obsolete or when superseded by a new CL. AUTH: GRS 8, Item 8b See Note Number: 212, 213, 214
6.00	Allowance/Authorization Change Requests and Custodian Request/Receipt Approved Recommending Changes to Allowance Records	allowance/authorization change requests and custodian request/receipt	approved recommending changes to allowance records	Destroy when item published in the allowance document and changes are reflected in the equipment authorization inventory card files. AUTH: GRS 8, Item 8b See Note Number: 212, 213, 214
7.00	Allowance/Authorization Change Requests and Custodian Request/Receipt	allowance/authorization change request and custodian request/receipt	approved under temporary loan authority or pertain to rental of equipment	Destroy upon termination of temporary loan (ASC 987)/rental agreement. AUTH: GRS 8, Item 8b See Note Number: 212, 213, 214
8.00	Allowance/Authorization Change Requests and Custodian Request/Receipt	lists of medical organization requirements	approved by the MAJCOM	Hold as support documentation for the increased authorization; annually, on receipt of approved copy of the CL from the MAJCOM, file the approved forms that

				support authorization changes and which are in the approved CL with accountable records of the past AUTH: GRS 8, Item 8b See Note Number: 212, 213, 214
9.00	Allowance/Authorization Change Requests and Custodian Request/Receipt	approved copies which are in an established allowance and approval authority is WAB CEMO, WAB AFMC, or WAB USAF	at other than MAJCOM equipment management office	Hold with supporting records for as long as the authorization remains in effect or no longer requires WAB CEMO, WAB AFMC, or WAB USAF approval in applicable TA, or appears on a CL validated and signed by the appropriate certifying official, then destroy. AUTH: GRS 8, Item 8b See Note Number: 212, 213, 214
10.00	Allowance/Authorization Change Requests and Custodian Request/Rceipt	allowance/authorization change requests and custodian request/receipt	at MAJCOM equipment management office	Destroy after 1 year or when dissemination, revision, or update is completed. AUTH: GRS 8, Item 8b See Note Number: 212, 213, 214
11.00	Allowance/Authorization Change Requests and Custodian Request/Receipt Disapproved Copies	allowance/authorization change requests and custodian request/receipt - disapproved copies	at equipment management section, base supply	Destroy after notifying the custodian and all processing actions are complete. AUTH: GRS 8, Item 8b See Note Number: 212, 213, 214
12.00	Allowance/Authorization Change Requests and Custodian Request/Receipt Suspense Actions	copies	used when request requires approval above wing level	Destroy when all actions are complete. AUTH: GRS 8, Item 8b See Note Number: 212, 213, 214
14.00	Allowance/Authorization Change Requests and Custodian Request/Receipt Control Registers	allowance/authorization change requests and custodian request/receipt control registers	used to assign numbers to control records during processing	Destroy after 1 year provided no irregularities exist. AUTH: GRS 8, Item 7b(3) See Note Number: 212, 213, 214
15.00	Custodian Authorization/Custodian Receipt List (CA/CRL)/Approved Custodian Designation Letter	CA/CRLs and approved custodian designation letters	at equipment management section	Destroy when obsolete or superseded. AUTH: GRS 8, Item 8b See Note Number:

				212, 213, 214

Table 23-6

DEPOT ACCOUNTABLE SUPPLY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Stock Record Account Control Records	cards, listings, directories, messages, correspondence assignment notices	used to establish, identify, change and assign a specific account control number to a specific activity	Destroy 6 months after master file has been updated. AUTH: GRS 8, Item 7b(1) See Note Number: 212, 213, 214
2.00	Stock Record Account Control Correspondence and Messages	stock record account control correspondence and messages	used for issuing termination notices	Destroy after 1 year. AUTH: GRS 8, Item 7b(3) See Note Number: 212, 213, 214
3.00	ALC Supply Status Reporting / Due-In Requirements	base stock status reports and due-in requirements data for Category I and II R items	at supply depots and or IMs/SSMs reporting due-in assets frm contractor and reporting Air Force activities	Destroy 3 months after completion of review. AUTH: GRS 8, Item 8b See Note Number: 149, 212, 213, 214
4.00	Allowance/Authorization Change Requests and Custodian Request/Receipt at Equipment Management Section	approved copies which are within established allowance and approval authority is wing level or lower, do not require approval under temporary authority, miscellaneous allowance source codes not recommending changes to allowance documents, and copies used for other than requesting changes in authorizations	at equipment management section, base supply	Destroy after notifying the custodian and all processing actions are complete. AUTH: GRS 8, Item 8b See Note Number: 149, 212, 213, 214
5.00	Allowance/Authorization Change Requests and Custodian Request/Receipt at Supporting Activities	allowance/authorization change requests and custodian request/receipt	at all other supporting activities	Destroy 1 year after completion of provisioning support. AUTH: GRS 8, Item 7b(3) See Note Number: 149, 212, 213, 214
6.00	Provisioning Lists Recoverable Item Manager at ALC	production lists, preliminary group assembly parts lists (PGAPL), provisioning parts breakdown (PPB), recoverable item breakdown (RIB), and comparable records for future procurement use on follow-on	held by system/end article/recoverable item managers at ALCs	Destroy 6 years and 3 months after receipt of contract completion notice.

		contracts		AUTH: GRS 8, Item 3a(2)(a) See Note Number: 212, 213, 214
7.00	Provisioning Lists at Supporting Activities	provisioning lists	at all other supporting activities	Destroy 6 years and 3 months after completion of provisioning support. AUTH: GRS 8, Item 3a(2)(a) See Note Number: 212, 213, 214
8.00	Records of Provisioning Meetings at HQ AFMC	comments relative to the availability of data (such as drawings and specifications, programming data on which provisioning action was based, all matters of importance or agreements made during the meetings and concurrences or comments of recipient commands as to the adequacy of the provisioning team action)	at HQ AFMC	Destroy 6 years and 3 months after date of provisioning meeting or when no longer needed, whichever is later. AUTH: GRS 8, Item 3a(2)(a) See Note Number: 149, 212, 213, 214
9.00	Records of Provisioning Meetings at SSM and EAIM	records of provisioning meetings	at System Support Manager/End Article Item Manager ALC and other supporting activities	Destroy 6 years and 3 months after receipt of contract completion statement. AUTH: GRS 8, Item 3a(2)(a) See Note Number: 149, 212, 213, 214
10.00	Records of Provisioning Meetings Information Copies	information or other copies of records	used by component elements of a procurement office	Destroy when no longer needed. AUTH: GRS 8, Item 3c See Note Number: 149, 212, 213, 214

Table 23-7

USAF ACADEMY SUPPLY MANAGEMENT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Academic Textbook Requirement	forms for listing textbook requirements	at Cadet Book Store and academic departments	Destroy after 1 year, or when no longer needed, whichever is sooner.

				AUTH: NC1-461-82-7 See Note Number: 212, 213, 214
2.00	Textbook Information Cards	stock control records	at Cadet Book Store	Destroy when superseded or obsolete. AUTH: NC1-461-82-7 See Note Number: 212, 213, 214
3.00	USAFA Liaison Officer Supply Request	forms for ordering needed USAFA literature and support supplies	at Director of Admissions	Destroy 6 months after date of final transaction. AUTH: NC1-461-82-7 See Note Number: 212, 213, 214
4.00	Personal Property Inventory/Receipt and High Value Property Inventory	forms for recording personal property stored for cadets during Basic Cadet Training and high value property stored during break periods; also for inventorying the personal effect of departing cadets	maintained by squadron logistics officers	Destroy 2 months after termination of the storage period or 2 months after cadet departs. AUTH: NC1-461-82-7 See Note Number: 212, 213, 214
5.00	Cadet Uniform	correspondence, specifications, quality assurance reports, and other documents required to keep a history of each uniform item	at Cadet Uniform Quality Control Division	Destroy when no longer needed. AUTH: NC1-461-82-7 See Note Number: 212, 213, 214

Table 23-8

INVENTORY CONTROL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Exception, Error, and Control ADPE Listings	exception, error and control ADPE listings, and other papers used as evidence for adjustment of ineventory records not otherwise covered in the General Records Schedule	annotations of actions taken from pre-inventory location and all types of surveys	Destroy 2 years after date of survey action or date of posting medium. AUTH: GRS 8, Item 9c See Note Number: 212, 213, 214
2.00	Manual Cards and Records, Notifications, and Information Listings	information	manual cards and records, notifications and information listings	Destroy when no longer needed. AUTH: GRS 3, Item 18b See Note Number: 212, 213, 214
3.00	Research Records	research records	not used to support inventory adjustments	Destroy after 2 years after research is concluded. AUTH: GRS 3,

				Item 2 See Note Number: 212, 213, 214
4.00	Special Inventory Requests and Related Records (Used for Inventory Adjustment)	special inventory requests and related records	used for inventory adjustment	Destroy after 2 years. AUTH: GRS 8, Item 2 See Note Number: 212, 213, 214
5.00	Special Inventory Requests and Related Records (Not Used for Inventory Adjustment)	special inventory requests and related records	not used for inventory adjustment	Destroy after 1 year. AUTH: GRS 3, Item 7 See Note Number: 212, 213, 214
6.00	Inventory Adjustment or Accountable Adjustment Records	SBSSs inventory adjustment listings	used to adjust item/detail records balances; processed per AFMAN 23-110	Destroy after 2 years or when no longer needed, whichever is sooner. AUTH: GRS 3, Item 9a See Note Number: 173, 212, 213, 214

Table 23-9

STOCK CONTROL AND DISTRIBUTION RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Movement of Materiel or Partial Issue of Denial Source Records, Listings/Registers and Related Records	credit/debit records, material inspection, reports of discrepancies (ROD) and receiving reports, DOD single line item release/receipt records, and records bearing evidence (signature, dates, stamps, etc.) of actual movement of materiel or partial issue of denial, which are pertinent to accountable; registers, inventory lists, and discontinued, transferred or newly classified registers used to track monthly transactions registers; data received, date of action, transportation data, costs, and related correspondence, which is maintained in record number sequence; used for research and analytical studies by IMs, SSMs, and base support activities; monthly merge listings; quarterly listings AFMC;	pertinent to accountable; used to track monthly transactions registers; maintained in record number sequencel used for resaearch and analytical studies y IMs, SSMa, and base support activities; monthly merge listings; quarterly listings AFMC; listings and related records;	Destroy after 2 years. AUTH: GRS 3, Item 4a, 9a, 9b See Note Number: 149, 212, 213, 214

		listings and related records		
2.00	Requisitions Source Records	key punched, written, telephoned, or teletyped requisitions, and related records	at the Depot or anywhere in the Air Force used for data processed and reflected on transaction registers	Destroy on completion of computer processing and machine audit. AUTH: GRS 3, Item 18b See Note Number: 149, 212, 213, 214
3.00	Transaction Registers (Daily and Weekly)	daily and weekly transaction registers pertaining to cost Category I, II, and III and manager review items	generated by ADPE systems and accumulated by IMs, SSMs, and base support activities	Destroy after 6 months. AUTH: GRS 3, Item 8b See Note Number: 149, 212, 213, 214
7.00	Completed Debit and Inventory Adjustment Merged Listings	listings of record numbers, action, quantity, site, condition, consignor, and related records	weekly merge listings	Destroy on receipt of monthly merge listings. AUTH: GRS 3, Item 18b See Note Number: 149, 212, 213, 214
9.00	ADPE Output Printouts	operational printouts for error detection, verification, suspense action, negative balances, and other nonaccountable type actions	daily, monthly, and quarterly listings and reports for review analysis and corrective action	Destroy on assurance of computer processing. AUTH: GRS 3, Item 18b See Note Number: 149, 212, 213, 214
10.00	Management Printouts of Monthly Availability Listings, Monthly Listings AFMC, Supply Effectiveness Reports Other than MAJCOMs	management printouts of monthly availability listings, which are master analysis reports, controlled exception analysis reports, stock control and distribution analysis reports, zero balance notifications, and other management-type data; monthly listings AFMC, which are AFMC listings (cards and reports) for local tenant (off and on base) support pertaining to completed redistribution orders, requisition management of central and base procurement items, transaction occurrence reports, application of asset reports, requirement and inventory statements, and related records; supply effectiveness reports at other than MAJCOMs	master analysis reports, controlled exception analysis reports, stock control and distribution analysis reports, zero balance notifications, and other management-type data; AFMC listings (cards and reports) for local tenant (off and on base) support pertaining to completed redistribution orders, requisition management of central and base procurement items, transaction occurrence reports, application of asset reports, requirement and inventory statements, and related records; at other than MAJCOMs	Destroy after 1 year. AUTH: GRS 3, Item 4b See Note Number: 149, 212, 213, 214
15.00	Stock Balance and Consumption	cost Category I and II reports, general purpose	monthly reports at ALCs and USAF reporting activities	Destroy after next reporting

	Records	summary cards, magnetic tapes, listings, SSM control system files, transmittal sheets, master control records, erroneously reported item list, asset data, requirements data history files, and comparable special reports prepared and submitted by SSMs, IMs, and base support activities of assistant managers for administration (AMA) to collect worldwide USAF usage (consumption) and asset (inventory) data on which future requirement programs may be based and centralized control maintained over USAF centrally procured items		cycle. AUTH: GRS 3, Item 18b See Note Number: 149, 212, 213, 214
16.00	Stock Balance and Consumption Records Quarterly Reports	stock balance and sonsumption records	sent to resident auditor after submission of following quarterly report	Destroy retained copies when no longer needed. AUTH: GRS 3, Item 18b See Note Number: 149, 212, 213, 214
17.00	Stock Balance and Consumption Records Consolidated Reports	stock balance and consumption records consolidated reports	Information Management(IM)/ALC	Destroy requirements data history file after 1 year. AUTH: GRS 3, Item 7 See Note Number: 149, 212, 213, 214
18.00	Stock Balance and Consumption Records Other Reports	stock balance and consumption records	other than Rule 17	Destroy after 3 years. AUTH: GRS 3, Item 6b See Note Number: 149, 212, 213, 214
19.00	Supply Effectiveness Reports at MAJCOMs	command request analysis, initial request actions, processing time, adjustment actions, line item requests, receiving records, pipeline time, depot summaries, item status, and other management reports, sequenced as required for review, analysis, and corrective action	at MAJCOMs	Destroy after 5 years. AUTH: GRS 3, Item 3d See Note Number: 149, 212, 213, 214
22.00	Floating Spares Requirement and Justification File	files	floating spares requirements and justification files	Destroy when depot maintenance requirements no longer exist for the item. AUTH: GRS 4, Item 4

				See Note Number: 149, 212, 213, 214
23.00	Marine Engine History File Engine	history files	marien energy history file engine	Destroy 6 months after item is dropped from base support inventory. AUTH: GRS 3, Item 8b See Note Number: 149, 212, 213, 214
24.00	Government-Owned Cylinder Records	records	government-owned cylinder records	Destroy 2 year after accountability for stock numbered item has been terminated. AUTH: GRS 3, Item 9a See Note Number: 149, 212, 213, 214
25.00	Returnable Container Records	records	returnable container records	Destroy 6 months after containers have been returned to vendor and activity has been relieved of property responsibility. AUTH: GRS 3, Item 8b See Note Number: 149, 212, 213, 214
26.00	Principal and Secondary Item Report	principal and secondary item report	inventory report of principal and secondary materiel items, including stock funds	Destroy after 3 years, or when no longer needed, whichever is sooner. AUTH: GRS 6, Item 4 See Note Number: 149, 212, 213, 214

Table 23-10

SUPPLY CONTROL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Control and Suspense Files	requisitions, shipping orders, purchase requests, shipping	used for information and control purposes; do not affect	Destroy on completion of

		records, status records	the accountable balance, and are not filed with the stock accounts	requisition. AUTH: GRS 3, Item 3c See Note Number: 212, 213, 214
2.00	Supply Reporting Records	cards, listings, change notices, supply status reports, and related data	for reference and informational purposes; are not subject to audit, and are not covered elsewhere	Destroy after next reporting cycle. AUTH: GRS 3, Item 3c See Note Number: 212, 213, 214
3.00	Supply Reference Records	specifications, supply catalogs, publications card indexes, code indexes, equipment lists, and related reference aids	at installations	Destroy when superseded or obsolete. AUTH: GRS 3, Item 3c See Note Number: 212, 213, 214
4.00	Output Products	listings, cards mechanically produced	not covered elsewhere	Destroy when superseded or no longer needed. AUTH: GRS 3, Item 3c See Note Number: 212, 213, 214
5.00	Data Services Operational Records	data services operational records	library tapes, service tapes, work tapes, program flow charts, punched cards, and write-up instructions	Destroy when superseded, obsolete, or no longer needed. AUTH: GRS 3, Item 3c See Note Number: 212, 213, 214

Table 23-11

EQUIPMENT MANAGEMENT SYSTEM

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Organizational Records at MAJCOMs and Major Subordinate Command, REMS Worldwide Master Control File	minutes of equipment review panels, equipment utilization surveys, comparative analyses, review and evaluation studies, allowance document reviews, and related records at MAJCOMs and major subordinate commands; or REMS Worldwide master control files at the IM		Destroy after 10 years. AUTH: GRS 3, Item 1a See Note Number: 212, 213, 214
1.01	Organizational Analysis Source Material and Physical Inventory Reports	source material and reports	organizational analysis source material and physical inventory reports	Destroy when no longer needed. AUTH: GRS 3, Item 3c See Note Number: 212, 213, 214
2.00	Organizational	organizational records	at bases	Destroy after 2 years.

	Records			AUTH: GRS 3, ITem 4a See Note Number: 212, 213, 214
3.00	Reporting Organizational File (ROF)	Reporting Organizational File (ROF)	mechanized cards, tapes and/or listings which reflect equipment reporting status of each USAF organization and wartime additive mission that requires equipment support	Destroy 1 month after superseded. AUTH: GRS 16, Item 1a See Note Number: 212, 213, 214
4.00	USAF Master ROF	ROF	USAF Master ROF	Destroy 1 year after superseded. AUTH: GRS 16, Item 5 See Note Number: 212, 213, 214
12.00	Audit Trail Records	document control registers, suspense document files, completed document files, and applicable adjustment records Internal to SBSS and AFEMS	removed from the BEMO for updating and showing the audit trail stamp	Destroy 1 year after completion of action. AUTH: GRS 16, Item 4b See Note Number: 212, 213, 214
18.00	Register Equipment Management System (REMS) Records	vehicle authorization lists	used to disseminate the specific authorization for a given unit or function	Destroy 1 year after completion of last report. AUTH: GRS 16, Item 4b See Note Number: 212, 213, 214
21.00	REMS Records	vehicle allocation and distribution records	used to distribute vehicles against valid shortages and are summarized (kind and quantity)	Destroy 1 year after distribution of the vehicles. AUTH: GRS 16, Item 4b See Note Number: 212, 213, 214
23.00	Non-REMS Serialized Inventory Equipment Records	custody receipt listings and related data	used to control serialized equipment	Destroy when superseded. AUTH: GRS 3, Item 5d See Note Number: 212, 213, 214
24.00	Non-REMS Serialized Inventory Equipment Records Basic File Change	Non-REMS serialized inventory equipment records	changes to the basic file	Destroy when action is completed. AUTH: GRS 3, Item 5c See Note Number: 212, 213, 214
25.00	Equipment Management Balance Register (EMBR)	Equipment Management Balance Register (EMBR)	listings of all base equipment master card files indicating out-of-balance conditions between custody receipts and reportable records	Destroy 1 year after superseded. AUTH: GRS 3, Item 7 See Note Number: 212, 213, 214
27.00	Warranty or Guaranty Records	warranty or guaranty records	forms, correspondence, and related records which specify the period of time a warranty or guaranty item may receive free parts replacement and/or maintenance service	Destroy after expiration of the warranty/guaranty period. AUTH: GRS 3, Item 5d See Note Number: 212, 213, 214

31.00	Equipment Management Reports, Redistribution Orders (RDO), Transfers and Loans	equipment management reports, Redistribution Orders (RDO), transfers and loans	machine-punched cards, listings, supply support reports, and comparabletype reports relating to equipment surveillance, control, identification, changes, accounting, redistribution, monetary obligations, vehicles authorizations lists, etc.	Destroy 1 year after action is completed or 1 year after equipment has been returned to original base. AUTH: GRS 3, Item 7 See Note Number: 212, 213, 214
32.00	Personal Clothing and Equipment Record and Comparable Forms	personal clothing and equipment record and comparable forms used for issue of personal clothing and equipment	at EMO/BEMO and balances are transferred to a new form	Destroy when balances are transferred to a new form. AUTH: GRS 3, Item 5d See Note Number: 212, 213, 214
33.00	Personal Clothing and Equipment Record and Comparable Forms Signed Certificate	personal clothing and equipment record and comparable forms	signed certificate	Destroy when a joint satisfactory inventory and signed certificate is accomplished between the individual and the servicing EMO/BEMO. AUTH: GRS 3, Item 5d See Note Number: 212, 213, 214
34.00	Personal Clothing and Equipment Record and Comparable Forms Originals	originals	at EMO/BEMO and individual is reassigned permanent change of station	Sent to MPF in and out processing unit for disposition per AFI 36-2608. AUTH: GRS 3, Item 5d See Note Number: 212, 213, 214
35.00	Personal Clothing and Equipment Record and Comparable Forms	personal clothing and equipment record and comparable forms	retained copies	The losing EMO/BEMO destroys 6 months after the original has been forwarded. AUTH: GRS 3, Item 8b See Note Number: 212, 213, 214
36.00	Personal Clothing and Equipment Record and Comparable Forms	signed copy	at EMO/BEMO and individual is discharged, released from active duty, or personal retention requirement is terminated	Send to MPF reenlistment & separation unit for disposition per AFI 36-2608. AUTH: GRS 4, Item 5b See Note Number: 212, 213, 214
37.00	Personal Clothing and Equipment Record and Comparable Forms Originals Retained After Discharge or Release	originals	retained by individual equipment function after events in Rule 36	Destroy 6 months after turn in of all equipment. AUTH: GRS 3, Item 8b See Note Number: 212, 213, 214
38.00	Personal Clothing and Equipment Record and Comparable Forms	record and comparable forms	equipment record for emergency deployment pertinent to cost Category II items	Destroy when items are returned to the custodian. AUTH: GRS 3. Item

	Pertinent to Category II			5d See Note Number: 212, 213, 214
39.00	Registers of Expendable and Nonexpendable, Nonreturnable Items	registers of expendable and nonexpendable, nonreturnable items	at individual equipment function	Destroy 90 days after date of last entry or when superseded or obsolete, whichever occurs first. AUTH: GRS 3, Item 5d See Note Number: 212, 213, 214
40.00	Equipment Custodian File CA/CRL	CA/CRL; weapons serial number listing; copies of approved custodian requests for equipment, receipts and other records which affect the CA/CRL balance and daily document register (DO4)	custodian copies	Destroy superseded material once updated CA/CRL and/or weapons serial number listings have been received, examined and all outstanding actions have been verified as complete. AUTH: GRS 3, item 5d See Note Number: 212, 213, 214
41.00	Custodian Request Log	custodian request log	information file on office machines; temporary issue receipts; requests for purchase; warranty/guarantee records; adjustment records; records pertaining to inventory actions, that is, government property lost or damaged (GPLD), and reports of survey, etc.; records relating to the request to base supply activities for training equipment, notification of action taken on request, and return of equipment to base supply activities including issue/turn-in slips and related correspondence; approved copies of request for office furniture which require approval by the unit commander	Destroy when all outstanding actions are complete and records are no longer needed. AUTH: GRS 3, Item 5d See Note Number: 212, 213, 214
42.00	Suspense Copies of Custodian Requests/Receipts	copies of custodian request/receipts	suspense copies	Hold with supporting record until all action is complete, then file it in the completed file. AUTH: GRS 3, Item 5d See Note Number: 212, 213, 214

Table 23-12

MATERIEL UTILIZATION PROGRAM RECORDS

R	A	B	C	D

U L E	If the records are or pertain to	consisting of	which are	then
1.00	Excesses, Project Folders, Special Equip, Registered Data, Utilization Rpts, ST/STE Registers/Printouts, Reclamation Program	summary products at the materiel utilization control office (MUCO); or excess summary products; or excess action lists; or status of excess; or excess review listings; or excesses available in defense property disposal activities at the MUCO; or materiel utilization reports; or products from DO67 and other systems interface to facilitate reclamation processes, reports of reclamation schedules, status, condemned/not found data, and completed save lists at the MUCO, system manager/inventory manager office; or excess contractor inventory which are inventory schedules, transmitting correspondence and correspondence applicable to individual plant clearance cases containing excess production contractor inventory property; or AFMC forms on initial GFAE support request, GFAE spares, spare parts and equipment requirements at the MUCO; or AFMC forms on initial GFAE support request, GFAE spares, spare parts and equipment requirements at the MUCO; or Government-Furnished Materiel (GFM) project folders which are data by end item including list of components to be supplied as GFM; or special tooling test equipment management system (STTEMS) at the MUCO, inventory manager/system; or ST/STE transaction registers; or ST/STE/STTEMS validated file establish printouts	at the material utilization control office (MUCO; excess summary products; excess action lists; status of excess; excess review listings; at the MUCO; material utiliization reports; at the MUCO, system manager/inventory manager office; inventory schedules, transmitting correspojndence and correspondence applicable to indiviual plant cleaance cases containing excess production contractor inventory property; at the MUCO; data by the end item including list of components to be supplies as GFM; at the MUCO, inventory manager/system; ST?STE transaction registers; ST/STE/STTEMA calidation file established printouts	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	DO67 System Master Record in NSN Sequence	DO67 system master record	in NSN sequence	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Excess Item Data	excess item data	high dollar excess items	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

8.00	Excess Record Deletion Listing	listing	excess record deletion listing	Destroy after purpose served. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Excess Review/Deletion Listings at Item Managers Office	documentation in Rules 7 and 8	at the USAF item manager's office	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Interrogations	interrogations	questions and answers	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Excesses Available in Defense Property Disposal Activities	excesses available in defense property disposal activites	referrals	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Excess Item Transaction Data	excess item transaction data	DO50 system monthly summary of excess item transfers	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Component Item Screening	component item screening	product from DO49/DO67 interface to facilitate component item screening	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	DO49/DO67 Reject Listing	government-furnished materiel items that failed screening criteria or no match on DO49 system	at the MUCO	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	DO49/DO67 Buy Item Component Availability Listing	component items that meet the criteria for offering as government furnished materiel	at the MUCO, system manager/inventory manager office	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note

				Number: 212, 213, 214
22.00	GFAE Reject Reports	monthly report of items	being rejected by contractors	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
23.00	DO34 Products	a list of items	in the MUCO account and used for inventory adjustment	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
25.00	ST/STE/ STTEMS Inventory Listings	listings	ST/STE/STTEMS inventory listings	Destroy when superseded or entered into CO17. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
26.00	ST/STE/ STTEMS Screening Reviews Listing	listings	ST/STE/STTEMS screening reviews listing	Destroy 1 year after completion of review. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
27.00	ST/STE/ STTEMS Keypunch Source Records and Exceptions	records and exceptions	ST/STE/STTEMS keypunch source records and exceptions	Destroy when validated by receipt of a transaction list. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
28.00	ST/STE/ STTEMS Transaction Lists	lists	ST/STE/STTEMS transactions lists	Destroy 3 months after date of processing. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
29.00	ST/STE Shipping List Other Than Disposal	lists	ST/STE shipping list other than disposal	Destroy when ST/STE is

				returned to storage site. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
30.00	ST/STE Shipping List for Disposal	lists	ST/STE shipping list for disposal	Destroy when ST/STE record is deleted from system. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
32.00	ST/STE/ STTEMS Interrogation Replies	replies	ST/STE/STTEMS interrogation reports	Destroy when superseded or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 23-13

STRATEGIC AND CRITICAL MATERIALS RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Seizure Records-Requisitions by Administrator of Export Control and Office of Export Control	seizure records-requisitions by administrator of export control and office of export control	correspondence on the seizure and shipment of materials related to requisitions issued by the government ordering seizure of certain materials as necessary to the government, and directing shipment of the material to specified destinations	Destroy after 12 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Strategic and Critical Materials Program Records	strategic and critical materials program records	voucher files (incoming tallies and manual stock record cards); shipping instructions; receiving reports; reports of materials on hand, inventory reports; and related correspondence incident to storage, security, and maintenance of strategic and critical materials on military reservations pursuant to Public Law (P.L.) 520, 79th Congress	Destroy 2 years after final out-shipment of materials, provided GSA is furnished a list of the records to be destroyed 90 days before the destruction date so that GSA can verify the adequacy of their records. If no objection to disposal of records is indicated within the 90-day period, destroy the records. AUTH: N1-AFU-90-3 See Note Number: 212,

				213, 214

Table 23-14

SPECIAL PROGRAM / PROJECT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Requisitioning	requisitions, shipping orders, and related correspondence from ANG, State Guard, and AFROTC organizations	at MAJCOMs in connection with approving and transmitting supply requisitions to supply activities	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Supply Directive and Special Project Records	directive memoranda, shipping tickets, item listings, backorder files (item card), case and item files, tabulated listings, cards, and related correspondence pertinent to integrated movement of USAF supplies and equipment to support special programs/projects	at HQ AFMC/LM	Destroy 90 days after deadline date. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Supply Directive and Special Project Records	supply directive and special project records	at other than HQ AFMC/LM	Destroy 6 months after cancellation notice has been issued by the monitoring activity. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Register of Logistics Orders (LO) Numbers, Numbered Logistic Order (LO)	register of Logistics Orders (LO) numbers at HQ 1035th Technical Operations Group; or listings of equipment and supplies, LO amendments, and related correspondence locations which are originated and used to direct and control shipments of organizational resources to specified	at HQ 1035th technical operations group; originated and used to direct and control shipm,emts of organizational resources to specified	Destroy 3 years after close out. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.01	Numbered Logistics Orders (LO), Monthly Logistic Order (LO) Status Reports	Numbered Logistics Orders (LO) at squadron/detachments; or monthly logistic order (LO) status reports at activities in Rules 4 and 5.1	at squardron/detachments; at activieis in rules 4 and 5.1	Destroy 1 year after close out. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 23-15

ENGINEERING DATA DISTRIBUTION AND CONTROL RECORDS

RUL	A	B	C	D
	If the records	**consisting of**	**which are**	**then**

E	are or pertain to			
1.00	Record Copies of Official Engineering Records, Form 1 Undimensioned Engineering Drawings	Records on Missile, Aeronautical, Non-aeronautical Systems, Subsystems or Equipment microfilm copies of forms 2 and 3 specifications, standards, exhibits, parts lists, indexes, related information and forms 1, 2, 3, dimensioned engineering drawings at USAF engineering data repositories; or drawings which are form 1 undimensioned engineering drawings	at USAF engineering data repositories; Form 1 undimensioned engineering drawings;	Destroy after related system, subsystem, or equipment is removed from active USAF inventory, or 12 years after the last related system, subsystem, or equipment is purchased (delivered and accepted by the USAF), whichever is later. AUTH: N1-AFU-90-3 See Note Number: 50, 150, 212, 213, 214
2.00	Copies of Forms 1, 2, and 3	copies of Forms 1,2 and 3	undimensioned engineering drawings on stable base material	Destroy upon inactivation of the drawing. AUTH: N1-AFU-90-3 See Note Number: 50, 212, 213, 214
3.00	Originals of Official Engineering Records (Except Category II Modifications)	Forms 2 and 3 specifications, standards, exhibits, parts lists, and Form 1 dimensioned engineering drawings	at USAF design activities on which approved changes are recorded	Destroy 35 workdays after date of weekly activity report announcing the drawing as inactive, provided a microfilm copy is on file at AFALD/PTD. AUTH: N1-AFU-90-3 See Note Number: 50, 212, 213, 214
5.00	Information Copies of Engineering Drawing, Engineering Data Authorization Data Forms	information copies of engineering drawings at base EDSCs and in reference file; or engineering data authorization to recive, requisition and invoice/shipping document and request for data forms AF Form 1147, Request for Engineering Data, and related forms	at base EDSCs and in reference files; AF Form 1147, Request for Engineering Data, and related forms	Destroy when superseded, obsolete, inactive, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 50, 212, 213, 214

Table 23-16

AIRCRAFT/MISSILE STATISTICAL AND HISTORICAL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Aircraft Statistics at HQ AFMC and Other AFMC Activities	cards, listings, reports, gain and loss data, serial numbers, inventory	at HQ AFMC and other AFMC activities	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Aircraft Statistics	aircraft statistics	at HQ USAF	Destroy when no longer needed or after 4 years, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

3.00	Subsidiary Reports	reports	subsidiary reports	Destroy when no longer needed or after 6 months, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Individual Master Aircraft/Missile/ Drone Historical Cards	cards used to account for all aircraft/missiles/ drones, and which reflect all changes while in the USAF inventory	at HQ AFMC	Retire as permanent. AUTH: NC1-AFU-80-8 See Note Number: 5

Table 23-17

STORAGE AND WAREHOUSING RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Storage Facilities and Services Contract	storage facilities and services contract	lease or rental agreements for storage facilities, and supplemental agreements thereto; storage building plans and plots; contracts for commercial storage services (such as garage, parking, and storage space for administrative vehicles, commercial cold storage, storage other than railroad yards, commercial warehouse closed storage service, and railroad ground storage yards); change orders, supplemental agreements, and delivery orders for storage services, bills for services, payment vouchers, and related records	Disposition pending... AUTH: Unscheduled See Note Number: 212, 213, 214
2.00	Warehouse Planning and Layout, Locator Records	warehouse planning and layout diagrams for warehouse, shed, open storage space, or comparable records; or space control sheets, location sheets, location cards, bin tags, and other records which are a part of the location system for supplies and equipment, or used as a check of inventory of stock location	diagrams for warehouse, shed, open storage space, or comparable records; a part of the location system for supplies and equipment, or used as a check of inventory of stock location	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Warehouse Receiving and Shipping	copies of shipping documents, car arrival reports, tallies, or other comparable records which are used for car spotting, assigning labor and equipment, unloading of supplies, or other purposes connected with the receipt of supplies at depot warehouses; or copies of records used for picking, packing, and loading stock for shipment (such as shipping documents, tallies, reports of outbound freight cars, work	used for car spotting, assigning labor and equipment, unloading of supplies, or other purposes connected with the receipt of supplies at depot warehouses; at depot warehouses;	Destroy 3 months after receipt of shipment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		assignment sheets, stock, or packing tags) at depot warehouses		
6.00	Labor and Equipment for Warehousing Activities	labor and equipment for warehousing activities	work assignment sheets, working reports of the operation of materials-handling equipment; daily work reports showing such information as date, shift, cars, or trucks loaded or unloaded	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Storage Control Registers, Storage Reporting at MAJCOMs-Storage Space and Occupancy Reports	storage control registers which are voucher assignment registers, shipping control registers, tally number registers, and comparable devices; or storage reporting - storage space and occupancy reports at MAJCOMS	at MAJCOMS; voucher assignment registers, shipping control registers, tally number registers, and comparable devices	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Storage Reporting at Subordinate Activities	depot space and operating reports, monthly materiel	handling reports, or comparable reports relating to overall storage operation which are made to higher headquarters	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Special Weapons Storage Facilities Report	site plans showing type and location of storage and maintenance facilities at USAF bases for atomic, radiological, and biological weapons	at bases and intermediate headquarters	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Aircraft-Installed Equipment Storage	inventory records of aircraft installed equipment which the aircraft maintenance officer has determined is used infrequently	at EMOs/BEMOs	Destroy on removal of item from storage. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 23-18

FUELS, PROPELLANTS AND CHEMICAL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Aviation Fuel and Fuel Ground Products	fuels ADPE output including receipt, storage, issue, inventory item accounting document, and access control logs. Local purchase orders/receipts requirements forecasting	at base fuels activities	Destroy after 1 year if not being retained as supporting records for other reports. AUTH: N1-AFU-88-15 See Note Number: 174, 212, 213, 214
2.00	Aviation Fuel and Fuel Ground Products Orders	aviation fuel and fuel ground products orders	from contract sources and corresponding receipts	Destroy 6 years and 3 months after expiration date of the contract.

				AUTH: N1-AFU-88-15 See Note Number: 174, 212, 213, 214
3.00	Aviation Fuel and Fuel Ground Products Operating Loss Analysis/Supporting Records	analysis and records	aviation fuel and fuel ground products operating loss analysis/supporting records	Destroy after 3 years. AUTH: N1-AFU-88-15 See Note Number: 174, 212, 213, 214
4.00	Aviation Fuel and Fuel Ground Products Daily Fuels Request and Servicing Logs	aviation fuel and fuel ground products	daily fuel request and servicing logs	Destroy after 1 year. If used to determine/compute refueler/manpower requirements maintain for 1 additional year. AUTH: N1-AFU-88-15 See Note Number: 174, 212, 213, 214
5.00	Aviation Fuel and Fuel Ground Products Quality Control Spot Checks	aviation fuel and fuel ground products	quality control spot checks	Destroy after 6 months. AUTH: N1-AFU-88-15 See Note Number: 174, 212, 213, 214
6.00	Aviation Fuel and Fuel Ground Products Quality Control Inspection Reports	aviation fuel and fuel ground products	quality control inspection reports	Destroy after 1 year. AUTH: N1-AFU-88-15 See Note Number: 174, 212, 213, 214
7.00	Aviation Fuel and Fuel Ground Products Identaplates	aviation fuel and fuels ground products	indetaplates	Destroy when replaced or when no longer needed. AUTH: N1-AFU-88-15 See Note Number: 174, 212, 213, 214
8.00	Aviation Fuel and Fuel Ground Products Reports/Records/Plans	reports and records	concerning fuel storage/handling capability, planned facility/equipment changes, damage assessment/repair, fuel support plans, plan assessment records	Destroy after 1 year or in accordance with local statutes. AUTH: N1-AFU-88-15 See Note Number: 174, 212, 213, 214, 390
9.00	Energy Conservation	computer reports, analysis data	at all levels	Destroy when no longer needed. AUTH: N1-AFU-88-15 See Note Number: 174, 212, 213, 214
10.00	Aviation Fuel and Oil Sale, Missile Propellant and Pressurant Forecasts	certificates of tax exemption furnished by contract, charter, and civil aircraft operations at base fuels activities and SA-ALC; or propellant requirements forecasts, reports at all levels	at base fuels activities and SA-ALC; at all levels	Destroy after 3 years. AUTH: N1-AFU-88-15 See Note Number: 174, 212, 213, 214, 390
12.00	Liquid Fuels Supervisor Records	physical profile serial report, certificate of competency, request for certification/ recertification and approval	at requesting and approving activities	Destroy upon recertification or ineligibility of individual. AUTH: N1-AFU-88-15 See Note Number: 174, 212, 213, 214, 390
13.00	Cryogenics Plants and	plant operating and	at all level of activities	Destroy after 1 year or

	Tank Records	maintenance records, system status records, and cryogenics tank records		as directed by item manager. AUTH: N1-AFU-88-15 See Note Number: 174, 212, 213, 214, 390
14.00	Inspection Records	records of inspection of permanently installed base fuel storage systems	at base fuels activities	Destroy after 3 years or longer if required for state or local environmental requirements. AUTH: N1-AFU-88-15 See Note Number: 174, 212, 213, 214, 390
15.00	Laboratory Test Records	test records	laboratory test records	Destroy after 6 months (retain when supporting deviations). AUTH: N1-AFU-88-15 See Note Number: 174, 212, 213, 214, 390
16.00	Laboratory Test Records	laboratory test records	at area laboratories.	Destroy after 1 year. AUTH: N1-AFU-88-15 See Note Number: 174, 212, 213, 214, 390
18.00	Local Support, Records Not Covered Elsewhere	local support which are organization fuel tank records, fuel servicing records, etc.; or tabulations, summaries, etc. at all levels	organization fuel tank records, fuel servicing records, etc.; at all levels	Destroy when superseded, or upon removal or replacement of the fuel tank. AUTH: N1-AFU-93-19 See Note Number: 174, 212, 213, 214, 390

Table 23-19

PROPULSION AND GAS TURBINE POWER PLANT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Propulsion Centralized Accounting	debit/credit records, master tape, reports, stock record accounts, DOD single line item release/receipt records, materiel inspection, and receiving report	at Oklahoma City Air Logistics Center (OC-ALC) for the AFJ2031 accounts, for as long as the engine is in the USAF inventory	Destroy 2 years after cut off or loss of engine by exchange, transfer, donation, or sale and determination of property accountability. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
1.01	Supporting Records, Engine Reporting, Interservice Engine Reports, Worldwide Engine Inventory Summary Report	supporting records reflecting disposition of propulsion units terminate from the central account; or semiannual aircraft engine reclamation and rework/repair report at HQ AFMC; or worldwide engine inventory summary report prepared and distributed by OC-ALC to HQ USAF, HQ AFMC, and end	reflecting disposition of propulsion units terminate from the central account; at HQ AFMC; prepared and distributed by OC-ALC to HQ USAF, HQ AFMC, and end item manager (EIM) monthly to reflect worldwide inventory	Destroyed 12 years after the engine has been dropped from the USAF inventory. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		item manager (EIM) monthly to reflect worldwide inventory by type, model and series	by type, model and series	
1.02	Gain and Loss Information	gain and loss information	at central account	Destroy 12 years after the Type Model engine has been terminated from the Air Force inventory. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Engine Status Report	engine status report	held by the engine manager at the reporting activity	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Engine Status Report at Activities Reporting to Base Manager	engine status report	at activities reporting to the base engine manager	Destroy 30 days after submission of the succeeding report. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Engine Reporting	engine reporting	at other than HQ AFMC	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Requirements/Inventory Analysis Report (RIAR)	aircraft/missiles	prepared by engine inventory manager ALC and submitted to HQ AFMC and HQ USAF semiannually on completion of requirements and overhaul computation	Destroy 3 years after close of the buying year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Interservice Engine Reports, Worldwide Engine Inventory Summary Report	interservice engine reports at other than HQ AFMC; orworldwide engine inventory summary report at other than HQ USAF and HQ AFMC	at other than HQ AFMC; at other than HQ USAF and HQ AFMC	Destroy after 2 years or when superseded, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 23-20

PRECIOUS METALS RECOVERY PROGRAM

R	A	B	C	D

U L E	If the records are or pertain to	consisting of	which are	then
1.00	Reclamation and Use of Precious Metals	forms, reports, logs, accountability records, and correspondence	at HQ USAF/MAJCOMs/major subordinate commands	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Reclamation and Use of Precious Metals Below Major Subordinate Command	reclamation and use of precious metals	below major subordinate commands	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 23-21

MATERIEL PROCUREMENT PROGRAM CONTROL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Procurement Authorizations (PA) for Materiel Procurement Program	three-year program direction of every line item within the other procurement appropriations allocated by Congress for that particular fiscal year	at HQ USAF, HQ AFMC, and HQ AFIC	Destroy 2 years after the last year for which the funds are available for obligation. AUTH: N1-AFU-87-33 See Note Number: 212, 213, 214
2.00	Directives, Program Status Reports, Contractual Maintenance Requirement Data	data	directives, program status reports, contractual maintenance requirements data	Destroy 3 years after completion of obligations covered by the buying program. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Status Reports and Related Data	status reports and related data	at HQ USAF and HQ AFMC	Destroy after completion of the program or 90 days after superseded, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 23-22

CATALOGING RECORDS

RULE	A	B	C	D
	If the records are or pertain	consisting of	which are	then

	to			
1.00	Catalog Data Card Info, Source Material, Visible File Indexes, System Items	cataloging data item identification cards which are Federal Supply Catalog (FSC) item identification cards/USAF stock number file, alphanumeric file, and FSC/NSN file; or cataloging data card part number file which are detail card part number file, detail card national item identification number (NIIN) file, trailer card NIIN file, and trailer card NSN file; or cataloging data card which are similar or related records; or source material which are similar or related recordsor similar or related records used in the USAF stock list and supply catalog system which reflect and make available in book form FSC	Federal Supply Catalog (FSC) item identification cards/USAF stock number file, alphanumeric file, and FSC/NSN file; detail card part number file, detail card national item identification number (NIIN) file, trailer card NIIN file, and trailer card NSN file; or cataloging data card which are similar or related records; similar or related records; similar or related records; used in the USAF stock list and supply catalog system which reflect and make available in book form FSC	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Cataloging Control and Reports	cataloging control International Business Machines Corporation (IBM) listings; or cataloging control card files; or copy of status equipment records; or cataloging control government acceptance record of contractor prepared item identification; or cataloging control similar or related records; or cataloging reports at requesting activity	IBM listings; cataloging control card giles; copy of status equipment records; prepared item identification; cataloging control similar or related records; at requesting activity	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Item Descriptions of Electric or Electronic Equipment	USAF item identification and nomenclature cards	prepared by Joint Communications Electronics Nomenclature System (JCENS) in Washington, DC	Destroy when information is incorporated into FSC items identification card. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Item Descriptions of Electric or Electronic Equipment	item descriptions of eectric or electric equipment	similar or related records	Destroy when item is obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Listings in Card or Book Form	listings in card or book form	all items used by the Federal Government which contain item identification; NSN and description data; logistics item data card; FSCs, guides, and codes; and similar or related records	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Stock List Control Data	data	stock list control data	Destroy on completion of punch card operation and subsequent

				verification. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Cataloging Manuscript	manuscripts	cataloging manuscripts	Destroy on completion of necessary file panels. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Cataloging Project Files	cataloging project files	letters of transmittals, minutes of conferences, correspondence pertaining to the FSC program, and other related records	Destroy 2 years after all actions have been completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Request for USAF Stock List Data or Comparable Forms	requests	for USAF stock list data or comaparable forms	Destroy 6 months after all actions have been completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Cataloging Reports	Cataloging reports	at preparing and/or intermediate activities	Destroy 6 months after supersession. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 23-23

REPORTS OF SURVEY, REGISTERS, CHARGES, COLLECTIONS AND NOTICES OF EXCEPTION RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Reports of Survey (ROS) Case Files	ROS; records used in lieu of, and correspondence pertaining to, lost, damaged, or destroyed government owned or leased property; investigations, and reviews of facts and circumstances involved; assessment of financial liability and actions on waivers and appeals thereof; actions taken on debts resulting from assessments	at the ROS program manager's office	Destroy 6 years after final action by the appointing or approving authority. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

2.00	Report of Survey (ROS) Records	retained copies of ROS, records used in lieu thereof, and related correspondence and supporting records	at preparing activities	Destroy 2 years after initiation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Report of Survey (ROS) Records	retained copies of ROS used to support supply system stocks inventory adjustment vouchers or adjustments to in-use accountable property record items	at supply accountable offices	Destroy 2 years from the date of adjustment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Report of Survey (ROS) Records	retained copies of ROS or records used in lieu thereof pertaining to damage to Air Force motor vehicles	at transportation offices and in unit vehicle control officer files	Destroy in accordance with Table 24-3. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Report of Survey (ROS) Records	retained copies of ROS and related correspondence used to support assessment of financial liability	at financial services offices (FSO)	Destroy 1 year after assessment has been collected or financial liability is voided. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Report of Survey (ROS) Registers	Report of Survey (ROS) registers	form registers and comparable forms that provide a complete record of each ROS	Destroy 1 year after final action is completed on all entries of a terminated register. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	General Administration Office (GAO) Notices	General Administration Office (GAO) notices	exceptions that are issued by GAO against disbursement activities of FSOs charged with appropriated funds	Destroy 1 year after exception has been cleared by GAO. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 24-1

TRANSPORTATION

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**

1.00	Appointment of Transportation Officers and Agents	appointment of transportation officers and agents	appointment orders, requests for appointments, qualifications of potential appointees, termination of orders of appointment or revocation, and related documents	Destroy 3 years after termination and/or revocation of appointment. AUTH: N1-AFU-03-8 See Note Number: 212, 213, 214
2.00	Special Transportation Arrangements	Department of Transportation new or modified special permits, waiver of Federal, state, municipal, or other authority's regulation for transportation of explosives or other dangerous or sensitive materials and related documents	not limited specifically to a particular case file	Disposition pending... AUTH: Unscheduled See Note Number: 212, 213, 214
3.00	Control for Movement of Goods or Personne, Commercial Movement of Goods or Personnel - Nonroutine	control for movement of goods or personnel which are records constituting a system for receipt and tally in the transportation system, such as MILSTAMP, and similar documents; or commercial movement of goods or personnel - nonroutine which are case files covering payment for transportation charges for services for which notice of overcharge has been or is expected to be issued, and related supporting documents	records constituting a system for receipt and tally in the transportation system, such as MILSTAMP, and similar documents; case files covering payment for transportation charges for services for which notice of overcharge has been or is expected to be issued, and related supporting documents	Destroy when 10 years old. AUTH: GRS9, Item1b See Note Number: 212, 213, 214
4.00	Commercial Movement of Goods or Personnel Case Files - Routine	commercial movement of goods or personnel case files - routine	original vouchers, issuing office copies, and supporting documents covering commercial freight transportation charges of settled fiscal accounts, and related records	Destroy 6 years after the period of the account. AUTH: GRS9, Items1a and 1c See Note Number: 212, 213, 214
7.00	Non-Temporary Storage (NOTEMPS) Case Files	Non-Temporary Storage (NOTEMPS) casse files	household goods NOTEMPS accounts system case files consisting of storage records, and other pertinent records	Destroy 3 years after final disposition of stored goods and settlement of case. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Transportation Administration	transportation administration	reports of issued transportation requests; and related documents	Destroy after 2 years. AUTH: GRS9, Item 4a See Note Number: 212, 213, 214
9.00	Movement of Goods or Personnel by Government (non-Air Force) Transportation Facilities	movement of goods or personnel by government (non-Air Force) transportation facilities	case files of Government freight warrants, waybills, or cargo manifests covering movement of Government supplies, and other related materials	Destroy 3 years after completion of shipment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

10.00	Customs Clearance and Personal Property Inspection and Clearance	customs clearance and personal property inspection and clearance	records used in clearing cargo, personnel, and inspection, processing, and customs clearance of personal property, and related records	Destroy 3 years after clearing customs or settlement of irregularities, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.01	Turkish Customs Clearance and Personal Property Inspection and Clearance	individual folders maintained for military and civilian personnel	used to record all household goods, personal effects, and automobiles brought into or acquired in Turkey	destroy 5 years after clearing customs or settlement of irregularities, whichever is later. AUTH: N1-AFU-99-8 See Note Number: 212, 213, 214
11.00	Ammunition Certificates	ammunition certificates	certificates used as a device to prevent entry of live ammunition into US by individuals either on their person or in their baggage	Destroy after final inspection of baggage at port of embarkation in US or after settlement of irregularities, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Procuring Office Custom Entry	consumption entry, consumption entry permit, summary of entered values, correspondence, and records relating to entry of material through customs and relate to entry and free-of-duty admission of material produced abroad or returned by the Air Force	at procuring offices	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.01	Custom Entry on Unsettled Claim, Incomplete Investigation, or Pending Litigation	custom entry on unsettled claim, incomplete investigation or pending litigation	those records which are known to pertain to an unsettled claim, incomplete investigation, or pending litigation	Destroy after 5 years or upon settlement of the claim or completion of the investigation or litigation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 24-2

AIRLIFT

R	A	B	C	D

U L E	If the records are or pertain to	consisting of	which are	then
1.00	Manifest Registers, AMC 68, Surface Cargo/Mail, Mil Airlift Docs, MILAIR Reports and Deleted Records	Air cargo and passenger boarding manifests for both Transportation Working Capital fund (TWCF) and non-TWCF flights. Registered and ordinary mail manifests and DD Forms 1384, Transportation Control and Movement Documents (TCMD) used for TWCF and non-TWCF traffic. AMC Forms 53 with or without flight verifications, travel orders for passenger movements attached to final TWCF manifest as submitted to the AMC billing system. AMC Form 77 Aircraft Ground Handling Form, Acromedical Evacuation and special Assignment Airlift Missions (SAAM), Special Airlift Missions (SAM), other contingency/exercise manifests, and rush baggage manifests which are filed separately or in Consolidated Flight Packages (CFP). Filed as CFP after 1 October 2003; or Surface cargo and mail manifests, Landbridge, Truck in/out manifests used in lieu of air manifests and not already included in a CFP; or cargo and passenger air manifest registers; surface conveyance and landbridge manifest registers which are cargo and passenger air manifest registers; surface conveyance and landbridge manifest registers, etc; or deleted Military Air (MILAIR) records; supporting doucmentation (other than transportation discrepancy reports (TDRs))and/or reports generated and identifying shipments which were deleted which are supporting documentation (other than TDRs) and/or reports generated identifying shipments that have been deleted or documents reflecting the dispositiom or redirection of cargo; or registered mail manifest and DD forms 1384, Transportation Control and Movement Record used for transportation working capital fund (TWCF) traffic at terminating stations; or AMC Form 68 and manifests, loadplans and other supporting flight documentaiton maintained at any location performing aerial port type operations	filed separately or in Consolidated Flight Packages (CFP). Filed as CFP after 1 October 2003; used in lieu of air manifests and not already included in a CFP; maintained at any location performing aerial port type operations;supporting documentatino (other than TDRs) and/or reports generated identifying shipments that have been deleted; at terminating stations; reflect the disposition or redirection of cargo	Maintain current year plus 1 inactive fiscal year at the port. Retire to staging as permanent. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 236
5.00	Military Air (MILAIR) Cash Collection	receipts and other supporting documents used to prepare finanical reports at origination,	used as supporting documents for preparation of financial reports	Maintain current year plus two

	Vouchers	terminating and intransit stations		inactive fiscal years at the port, then destroy. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	MILAIR Reports and Irregularities	inventories, tracer actions, baggage identification tags, rush baggage tags, and related correspondence that are records of lost, found, pilfered, and damaged baggage or personal injury which are documents used to support claims for reimbursement or the property returned to owner; or on hand/assigned vehicles material handling equipment (MHE) and associated aerial port equipment, aircraft flight itinerary logs and reports, maintenance related records, transfer receipts, shipping records, control logs, supervisor's reports and departure, arrival, and other operational messages or reports; or correspondence, messages, and related records such as: AMC Form 56, AMC Form 65, AMC Form 85, AMC Form 108, AMC Form 82, RCS: AMC-A43 (M&Q) 7107, RCS: AMC-A43(AR) 7115, RCS: AMC A43(M) 8001, and RCS: AMC A43(A) 8103	documents used to support claims for reimbursement or the property returned to owner; at HQAFMC, LOGAIR terminals, LOGAIR customer stations and contractor storage sites ues in processing LOGAIR special missions and pilot pickups, chartered airlift, etc.; correspondence messages and related records.	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Military Air (MILAIR) Reports for Local Ports	inventories/tabluations pertaining to cargo/mail and passenger movements awaiting shipment such as excessive port hold time, detailed movement reports, cargo inventories, MILAIR Bumped Cargo/mail worksheets, inventories of exependable and nonexpendable fleet service equipment, cargo and troop backlogs, frustrated cargo reports, damaged or improper shipments, tie-down equipment, manifest data (listings, repords, routing cards, etc.) and nuclear shoring kit accountability.	a record of daily actions at air terminals	Destroy after 3 months. AUTH AN!-AFU-90-3 See Note Number: 212, 213, 214
11.00	Military Air (MILAIR) Transportation Working Capital Funds (TWCF) Revenue, Billing and Receivables	invoices/claims to public; cash collection vouchers; AMC transportation authorizations; transportation cargo movement documents; transportation control and movement documents (TCMD); travel orders; voucher for transfer between appropriation; and general correspondence used as backup to billing data	Transportation Working Capital Funds (TWCF)	Destroy 6 years after close of FY in which final collection is effected. AUTH: GRS9, Item 1a See Note Number: 212, 213, 214
14.00	APEX Program	APEX Program Data	records used to document APEX	Destroy when

	Data		currency	no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Special Assignment Airlift Mission (SAAM)	shipper's requests, HQ USAF authorizations, operational directive (MOD) or airlift flight itinerary logs, incident reports, and statistical reports	created by AMC or provided for reimbursement to Transportation Working Capital Fund (TWCF) and which act as supporting records for airlift services rendered	Destroy 2 years after payment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 24-3

MOTOR VEHICLES

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Vehicle Jacket - Historical	vehicle jacket - historical	the historical portion (such as motor vehicle release files: records relating to transfer, sale, donation, or exchange of vehicle; agency record copy of US Government certificate of release of motor vehicle [SF 97])	Destroy 4 years after vehicle leaves agency (Air Force) custody. AUTH: GRS10, Item 6; N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Vehicle Jacket - Temporary or Materiel Control Records	vehicle jacket - temporary or vehicle materiel control informaiton	in the temporary portion; such as: maintenance records, including those relating to service and repair, or stock consumption	Destroy when 1year old. AUTH: GRS 10, Item 2b; N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Vehicle Histories - Central File	vehicle histories - central file	vehicle historical records maintained as a central file	Transfer to the historical portion of the vehicle jacket on initiation of third continuation form, or on permanent reassignment of vehicle, whichever is sooner. AUTH: GRS 10, Item 4; N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Contractor Operated Parts Store (COPARS) Control and Verification	Contractor Operated Parts Store (COPARS) control and verification informaiton, warranty verification	COPARS fund ledgers, sales slips, invoice verifications, and related records provding cost and expense data or warranty information	Destroy after 3 years after discontinuance of ledger or date of worksheet. AUTH: GRS 10

				Item 3; N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Vehicle TCTOs	TCTOs, commercial technical bulletins, messages, letters, and one-time inspections on vehicles	maintained by maintenance control and analysis and include commercial technical bulletins	Destroy 4 years after the vehicle leaves agency custody. AUTH: GRS 10, Item 6; N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Vehicle Interactive Management System (VIMS), Cost Files and Other Reports	Vehicle Interactive Management System (VIMS)--frequency of report i.e., monthly, quarterly, etc. does not affect disposition. Motor vehicle cost files such as motor vehicle ledgers and worksheets. Reports not covered by Rule 13 of this Table.	VIMS motor vehicle operations and maintenance summary reports, maintenance man-hour summary reports, employee master list, and related correspondence (other than accident, operating and maintenance reports), including SF 82, Agency Report of Motor Vehicle Data; and Hired Motor Vehicle Reports and other cost and expense data and NOT covered by Rule 13 of this Table.	Destroy 3 years after date of the report or when data is incorporated into the quarterly or annual report AUTH: GRS 10, Item 4; N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Motor Vehicle Operator Files Included Gov Military Vehicle Operator Identification Card	motor vehicles operator files to include Government Military Vehicle Operator Identification Card - Expired/Revoked/No Longer Used	records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence; operator qualifications and record of licensing, examination and performance; request for driver training and addition to AF Form 2293, US Air Force Motor Vehicle Operator Identification Card, or Optional Form (OF) 346; U.S. Government Motor Vehicle Operator's Identification Card, reports of inquiry; search of National Driver Register	Destroy 3 years after separation of employees or 3 years after recession of authorization to operate Government-owned vehicle, whichever is sooner. AUTH: GRS10, Item 7; N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Motor Vehicle Accident Case Files	motor vehicle accident case files	reports of accidents; estimates of damage; reports of survey; statements of charges; cash collection vouchers; photographs; SF 91, Operator's Report of Motor Vehicle Accident; Investigation Report of Motor Vehicle Accident, (SF 91); Statement of Witness (SF 94); comparable records and related correspondence	Destroy 6 years after case is closed. AUTH: GRS10, Item 5; N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Operator Inspection Guide and Trouble Report	operator inspection guide and trouble report	operator checklist noting vehicle deficiencies	Destroy when 1 year old. AUTH: GRS10, Item 2b; N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Vehicle Operations	vehicle operations	operating records including those relating to gas and oil consumption, dispatching, and scheduling	Destroy after 3 months. AUTH: GRS10, Item 2a See Note Number: 212, 213, 214

16.00	State Gasoline Tax Refunds	state gasoline tax refunds	documents supporting claims for refund of aviation and motor fuel tax from the states of Arizona, Oregon, California, and Washington (for claims against the state of Montana, see Note)	Destroy 4 years after settlement of claim. AUTH: N1-AFU-90-3 See Note Number: 51, 212, 213, 214
17.00	Requests for Motor Vehicle Service	requests for motor vehicle service	AF Form 868, Request for Motor Vehicle Service, log of events, and related records (including records initiated as a result of exercises/deployments)	Destroy after 2 years. AUTH: GRS10, Item 1 See Note Number: 212, 213, 214
20.00	US Government National Credit Cards	US Government National credit cards	issued, recalled, and/or maintained by vehicle operations or requisitioning agency	Destroy 6 months after final payment on all invoices covered by a specific card. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	US Government National Credit Card Administration	credit card registers; copies of records certifying loss, investigation, destruction, turn-in, validation, and related records	maintained by vehicle control officers (VCO)/noncommissioned officers (NCO)	Destroy 1 year after close of fiscal year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 24-4

PACKAGING AND MATERIALS HANDLING RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Technical and Procurement Data Records	technical and procurement data records	item identification and container markings and specification coordinating policy records (such as regulations, standards, and manuals), and related correspondence	Destroy after publication has been rescinded, superseded in its entirety, no longer applicable, or after the project has been completed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Packaging Evaluation Projects and Packing Certificates	packaging evaluation projects	correspondence, proposals, standards, specifications, design data, test results, deficiency reports, packaging orders, quality products lists, and related supporting data	Destroy after 6 years and 3 months or when no longer needed, whichever is sooner. AUTH: GRS 6, Item 1a See Note Number: 199, 212, 213, 214
3.00	Mechanized Materials Handling Systems	mechanized materials handling systems	correspondence, drawings, specifications reports, proposals, minutes of meetings, labor standards, flow charts, funding data, cost analysis, and related supporting data	Destroy after 8 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214

Table 25-1				
WAR RESERVE MATERIEL (WRM) MANAGEMENT				
	A	**B**	**C**	**D**
RULE	**If the records are or pertain to**	**consisting of**	**which are**	**then**
1.00	WRM Records	mechanically prepared listings to assist in the management of WRM which are QA receipt list, QA inspection list, QA record catalog changes, WRM validation list, residue balance list, outshipment list, etc.; orWRM procurement fund summary record dated item budget requirement report, extended expiration date list; or WRM stock status work list which are mechanically prepared listings of WRM projects and their levels; or dated item budget requirement report, extended expiration date list; or WRM Readiness List which are mechanically prepared listings of WRM projects showing overages and shortages	QA receipt list, QA inspection list, QA record catalog changes, WRM validation list, residue balance list, outshipment list, etc.; dated item budget requirement report, extended expiration date list; dated item budget requirement report, extended expiration date list; mechanically prepared listings of WRM projects showing overages and shortages	Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. AUTH: GRS 20,ITEM4
6.00	WRM Supply Support Control Records	WRM supply support control records	cards or other records used for local control and suspense, spares and spare parts requirement card file	Destroy when the WRM requirement is deleted for a specific organization or replaced by a new (change) card. AUTH: N1-AFU-90-3
7.00	Munitions Reporting Records	records	munitions reporting records	Destroy after next reporting cycle. AUTH: N1-AFU-90-3
8.00	Munitions Reference Records	records	munitions reference records	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3
9.00	Munitions Effectiveness Reports	munitions effectiveness	at other than MAJCOM	Destroy after 1 year. AUTH: N1-AFU-90-3
10.00	Munitions Financial Accounting Basic Transactions	munitions financial accounting basic transactions	at ALCs and bases	Destroy 1 year after close of the FY or calendar year to which they pertain. AUTH: N1-AFU-90-3
11.00	Munitions Mission Capability Checklists	checklists	munitions mission capability checklists	Destroy when requirement is satisfied unless other wise directed by the local Chief of

				Supply. AUTH: N1-AFU-91-22
12.00	Munitions Adjusted Stock Level Records	records	munitions adjusted stock level records	Hold as long as established levels are in effect then destroy. AUTH: N1-AFU-90-3

Table 25-2

MEDICAL WAR RESERVE MATERIEL (WRM) QUALITY ASSURANCE

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Medical Materiel Management System (MMMS)	Medical Materiel Management System (MMMS)	medical war reserve materiel quality assurance subsystem (MWRMQAS) data on magnetic tape	Destroy/Delete when no longer needed. AUTH: N1-AFU-90-3
2.00	Creation Lists, Transfer Action Lists	creation lists which are initial listings received when activating MWRMQAS; ortransfer action lists which are records of relocation actions	initial listings received when activating MWRMQAS; records of relocation actions	Destroy when no longer needed. AUTH: N1-AFU-90-3
3.00	Tape Control Lists	tape control lists	records of current tapes	Destroy upon validation of next listing. AUTH: N1-AFU-90-3
4.00	Edit Lists	edit lists	records of invalid transactions as identified by error messages	Destroy after corrections have been processed and verified, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
5.00	Inspection and Alphabetical Lists	inspection and alphabetical lists	records of location of assets and management data	Destroy when superseded, or no longer needed, whichever is later. AUTH: N1-AFU-90-3
7.00	Validation Lists	validation lists	records of differences between quantity on hand and inventory code	Destroy when superseded, or no longer needed, whichever is later. AUTH: N1-AFU-90-3

Table 25-3

SUPPORT AGREEMENT/WAR RESERVE MATERIEL (WRM)

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Support Agreements	support agreements accomplished under AFI 25-201, Support	modifications, memoranda of understandings, as required;	Destroy 6 years after agreement

		Agreements Procedures which are modifications, memoranda of understandings, as required; reports and related records concerning services rendered and assignment of real property and facilities to tenant and attached units; or support agreements - interservice support agreements which are related correspondence accomplished under DoDI 4000.19, Interservice and Intragovernmental Support, August 9, 1995; or support agreements accomplished under other than AFI 25-201 and DoDI 4000.19 or procurement directives not included in Rule 2 above	related records concerning services rendered and assignment of real property and facilities to tenant and attached units; not included in Rule 2 above	is superseded or terminated, or when no longer needed, whichever is sooner. AUTH: N1-AFU-88-30
4.00	Information Copies of Support Agreements	copies	information copies of support agreements	Destroy when agreement is superseded or terminated. AUTH: N1-AFU-90-3
5.00	Support Agreements for SATAFs	memorandums of agreement, host-tenant, BSRO, etc..	at Site Activation/Alteration Task Forces (SATAF)	Destroy when superseded or on termination agreement. AUTH: N1-AFU-86-7

Table 31-1

LAW ENFORCEMENT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Complaints at Security, Incident Investigation, Barred Personnel, Pick Up/Restriction Orders Copies	reports of investigation, incident/complaint reports, and all records accumulated by security police pursuant to investigations of incidents and crimes at security police; or records accumulated by security police pursuant to investigations of incidents and crimes at security police; or barred personnel for inactivated installations; or identification and physical description of individual and reason for order being issued which are filed with the incident/complaint files	at security police; for inactivated installations; filed with the incident/complaint files	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 189, 212, 213, 214
1.01	Complaints and Incidents at Other Activities	complaints and incidents	copies at other activities	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Individual Reference Forms	individuals listed as suspects or subjects for any offense	at security police	Destroy 3 years after close of year

				when last entry was made. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.01	Individual Incident Reference	individual incident reference	forms of individuals listed as witnesses, complainants or victims	Destroy 3 years after close of year when last entry was made, upon separation from the service, termination of employment or transfer, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Security Police Activities Reports, Traffic Reports, Tickets or Violation Notices, MWD Program Status Reports at AFSPA	supporting documents at security police; or reports of traffic accidents, incidents, and related tickets and violation notices; or tickets or violation notices at security police; or statistical reports on MWDs, handlers, and kennel support strength, program change notifications, and MWD requirements projections at AFSPA	at security police; reports of traffic accidents, incidents, and related tickets and violation notices; at AFSPA	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Serious Crimes/Incidents Reports at MAJCOM OPRs	related summaries not maintained with other series	at MAJCOM OPRs	Destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.01	Serious Crimes/Incidents Reports - Other Copies	serious crimes/incidents reports	copies other than Rule 5	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.02	Criminal Justice Computer Terminal System (CJCTS) at Security Police	Criminal Justice Computer Trained System (CJCTS)	at security police	Destroy after 3 years, or when all entries on form are deleted from the National Crime Information Center (NCIC) computer, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.03	Criminal Justice Computer Terminal (CJCTS) Computer Entries	data	Criminal Justice Computer Terminal (CJCTS) computer entries	Destroy (cancel) when entry is no longer valid. AUTH: N1-AFU-90-

				3 See Note Number: 212, 213, 214
6.00	Desk Blotters	desk blotters	a chronological record of delinquencies, incidents, messages, etc.	Destroy 1 year after date of last entry. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Desk Blotter - Information Copy	desk blotters	information copies	Destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Other Agencies Investigative Reports	investigative reports	from other agencies	Return to appropriate activity per Table 31-6. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Property Receipt Records	AF Forms 52, Evidence Tag	for property found and not to be used as evidence	Destroy 3 months after disposition of property. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Receipts and Related Correspondence for Property of Detained Personnel	receipts and related correspondence	for property impounded, seized as evidence, or otherwise held by security police	Destroy 3 years after disposition of property. AUTH: N1-AFU-90-3 See Note Number: 194, 212, 213, 214
12.00	Driver Records	information on motor vehicle accidents and violations	used for point assessments, restriction, revocation or suspension, and other actions (including barring) affecting driving privileges	Destroy 1 year after disposition of entries in accordance with (IAW) AFI 31-204, Air Force Motor Vehicle Traffic Supervision, or when individual or sponsor retires or terminates employment, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 44, 212, 213, 214
14.01	Voided Violation Notices	notices	voided violation notices	Destroy 3 months after posting and forfeiture of collateral, or dismissal. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214
15.00	Reports of Traffic Studies	reports of traffic studies	studies which reflect the volume of vehicular traffic entering or departing an installation or access road	Destroy on preparation of new or amended report. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Security Police Patrol Reports	special reports relating to activities or conditions	at security police	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.01	Physical Security Check Records, Security Container Check Record, Firearm/Ammunition Inventory Records, Field Interviews	records used on containers/vaults for storing funds at central depositories; or forms/records used in conducting daily inventories; or field interviews which are data gathered about the presence of persons or circumstances in law enforcement patrol areas	at central depositories; used in conducting daily inventories; data gathered about the presence of persons or circumstances in law enforcement patrol areas	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Permits and Registration Records	permits and registration records	records of property and permits issued, excluding private vehicle records	Destroy 1 year after departure of owner on temporary duty (TDY) or permanent change of station (PCS). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Firearm Authorization for Employees Record Copy	USAF employee firearm authorization, and related records	record copies	Destroy 2 years after expiration or revocation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Firearm Authorization for Employees Individual Copies	firearm authorization for employees	individuals copies	Destroy immediately on revocation or expiration date, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Project Identification Participation Notice	forms from owner which identify property under Air Force Crime Prevention Program	at security police	Destroy 1 year after owner has been reassigned or separated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Entry Control Files	entry control files	registers or logs used to record names of outside contractors, service personnel, visitors	Destroy 2 years after final entry or 2 years after date of document, as

			employees admitted to areas and reports on automobiles and passengers	appropriate. AUTH: GRS 18, Item 17b See Note Number: 212, 213, 214
22.00	Barred Personnel for Active Installations	records pertaining to persons prohibited from entering US military installations for cause; i.e., those who are security-loyalty risks, who possess undesirable traits of character, or whose conduct is prejudicial to good order and discipline	for active installations	Destroy 3 years after removal from the barred list. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
24.00	Armed Forces Disciplinary Control Board (AFDCB)	Armed Forces Disciplinary Control Board (AFDCB)	reports of board proceedings, recommendations to the board, supporting records	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
25.00	Armed Forces Disciplinary Control Board (AFDCB) Charter or Directive Creating Board	charters	Armed Forces Disciplinary Control Board (AFDCB) charter or Directive Creating Board	Destroy 5 years after board is dissolved. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
26.00	Armed Force Disciplinary Control Board (AFDCB) Off-limit Actions Records	records	Armed Force Disciplinary Control BOard (AFDCB) off-limit action records	Destroy 5 years after off-limits action is voided. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
27.00	Military Working Dog (MWD) Training	Military Working Dog (MWD) training	training and utilization performance records such as narcotics/explosives detectors, and MWD team certifications for control of training and use as legal evidence of a dog's team reliability	Destroy after death or retirement of dog. AUTH: N1-AFU-90-3
28.00	Narcotics/Explosives Training and Utilization Performance Records	narcotics/explosives training and utilization performance records	detection needed in possible legal proceedings after death or retirement of dog	Destroy 1 year after death or retirement of dog, or when no longer needed, whichever is later. AUTH: N1-AFU-88-8 See Note Number: 212, 213, 214
28.01	MWD Health and Service	MWD health and service	immunization, clinical health certificates, x-rays, veterinary examinations, weight charts, certificates of death, necropsy reports, and other standard medical forms prescribed by Air Force Joint Instruction (AFJI) 48-131, Veterinary Health Services	Destroy when no longer needed. AUTH: N1-AFU-88-8 See Note Number: 212, 213, 214, 391

29.01	MWD Program Status Reports at MAJCOMs and Units	MWD program status reports	at MAJCOMs and units	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
30.00	Inspection Reports at Performing Activity	findings and recommendations resulting from inspections of ammunition and weapon storage facilities, fund activities, etc., to determine an activity's capabilities to protect government property, take corrective action, and for use in self-inspections	at activities performing inspection	Destroy 2 years after all follow-up action is completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
31.00	Inspection Reports at Inspected Activity	inspection reports	at inspected activities	Destroy after next inspection/test or upon correction of all deficiencies, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
32.00	Firearm or War Trophy Confiscation	firearm or war trophy confiscation	at security police	Destroy 3 years after final disposition of property. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
33.00	Resource Protection Master Plan	procedures for normal and emergency protection of nonpriority resources	master plans	Destroy 1 year after superseded by new plan. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
34.00	Resource Protection Plan Other Than Master	resource protection plan	other than master plans	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
35.00	Resources Protection Records	resources protection records	resource authorization letters, inspection reports, plans, prescribing directives, waivers, alarm check forms, work order requests, and other related records	Destroy when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-88-8 See Note Number: 212, 213, 214
37.00	Security Container Check Record Outside Centeral Depository	security container check record	outside of central depositories	Destroy after superseding records are prepared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

39.00	DELETED - (5 July 06) -- Incorporated into Rule 16.01	field interviews	data gathered about the presence of persons or circumstances in law enforcement patrol areas	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
40.00	Alarm Systems Test Records	for intrusion detection alarm systems	at security police	Destroy when a new form is prepared or when no longer needed, whichever is later. AUTH: N1-AFU-90-38 See Note Number: 212, 213, 214
41.00	Log of Openings and Closings of Alarmed Facilities	logs	of openings and closings of alarmed facilites	Destroy after 3 months, or when no longer needed, whichever is later. AUTH: N1-AFU-90-38 See Note Number: 212, 213, 214
42.00	Narcotic Training Aids	narcotic training aids	controlled substance order forms, accountability records, inventory and audit reports, records of destruction and verification of shipments	Destroy 1 year after destruction of the controlled substance. AUTH: N1-AFU-88-8 See Note Number: 212, 213, 214, 392
44.00	Pick Up/Restriction Orders Copies at Security Police	pick uo/restriction orders	within issuing and at other installations	Destroy after 1 year, or when member is picked up, or the order is cancelled, as appropriate. AUTH: N1-AFU-90-3. See Note Number: 212, 213, 214
45.00	Security Police Competitions at Host MAJCOMs	plans, schedules, rules, correspondence and related records	at host MAJCOMs	Destroy after 2 years or when superseded, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
46.00	Security Police Competitions at other MAJCOMs	security police competitions	at other MAJCOMs	Destory after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 31-2

CORRECTION RECORDS

RUL	A	B	C	D
	If the	**consisting of**	**which are**	**then**

E	records are or pertain to			
1.00	Inmate Correctional Records	confinement orders, inmate release orders, inmate's personal history, mail and correspondence record, medical examiner's report, request and receipt for health and comfort supplies, report of or recommendation for disciplinary action, inspection record for inmate in segregation, request for interview, inmate evaluation record, individual inmate utilization records	records for inmates released from local confinement	Destroy 4 years after release of prisoner from confinement. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Clemency and Parole Board Records	Records pertaining to clemency/parole actions, summary of facility records, third party letters, received by the Board, copies of decisions, and internal notes	at the Board office	Destroy 3 years after inmate's maximum release date. AUTH: N1-AFU-09-19 See Note Number: 212, 213, 214
3.00	Correction Officer's Records	correction officer's records	inmate's personal deposit fund records, and related records used as the basis on which a civil claim, criminal action or military disciplinary action has been initiated in connection with an entry or omission of an entry	Destroy after disposition of claim, criminal action, or military disciplinary action, provided the retention period specified in Rule 4 has elapsed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Correction Officer's Records-Other Copies	correction officer's records	other than those in Rule 3	Destroy after 4 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Disciplinary Records	records	disciplinary records	Destroy 4 years after date of last entry. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Correction Facility Blotters and Visitor's Registers	blotters and registers	correction facility blotters and visitor's registers	Destroy 1 year after date of last entry. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Inmate Reports and Rosters, Daily Strength Records, Inmate Classification Records, Retrainees Achievement Test Records	roster, reports of escaped and returned from escape prisoners at correctional facilities; or daily strength records at MAJCOMs and correctional facilities; or inmate classification records which are paper copies or microfilm service prints in reference collection No. 2; or retrainees achievement test	at correctional facilities;at MAJCOMs and correctional facilities;paper copies or microfilm service prints in reference collection No. 2; answer sheets of achievement test administered to retrainees	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		records which are answer sheets of achievement test administered to retrainees		
8.00	Originals Daily Strength Records	records	originals daily strength records	Destroy 8 years after date of last entry. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Daily Strength Records-Copies	daily strength records	other than originals	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.01	Daily Strength Records at AFSPA	Annual Confinement Report	at AFSPA	Destroy after 3 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Inmate Classification Records Copies in Research Collection No. 1	classification material on each individual inmate	paper or microfilm copies in research collection No. 1 at AFSPA/SPC	Destroy after 20 years. AUTH: N1-AFU-90-3 See Note Number: 118, 212, 213, 214, 657
13.00	Correctional Custody Case Files	correctional custody case files	medical examiner's report, disciplinary punishment letter, weekly evaluation sheet of airman's attitude and performance; airman's personal history, and related documents accumulated as a result of nonjudicial action under Article 15, Uniform Code of Military Justice (UCMJ)	Destroy 3 months after end of month in which correctional custody terminated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 31-3

PRIVATE VEHICLE REGISTRATION AND SALE

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Private Vehicle Registrations, Financial Responsibility and Ownership	private vehicle registrations, financial responsibility and ownership	certificates of compliance-private vehicle registration forms	Destroy after departure of registrant on PCS or termination of individual vehicle registration or re-registration of vehicles. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Registration Identification Label	labels	registration identification labels	Registrant will destroy on termination or expiration of registration or when replaced by current label. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214
3.00	Military Registration and Certificate of Title of Motor Vehicle	military registration and certificate of title of motor vehicle	record copies of forms	Destroy 1 year after termination of registration, sale, transfer of ownership, shipment of vehicle to the United States or other country, unless retention is required by joint service and/or host country agreement or arrangement, in which case destruction AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Temporary Registration Records	records	temporary registration records	Destroy 1 month after the expiration date. AUTH: N1-AFU-91-42 See Note Number: 212, 213, 214
5.00	Private Motor Vehicle Sales Transaction	applications from military and civilian personnel for purchase or sale of privately owned motor vehicles	at overseas locations	Destroy 1 year after individual completes overseas tour. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 31-4

INFORMATION SECURITY PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Original Classification Authority at HQ AFSPA, Original Classification Authority Listing	master listing by title and organization of officials designated to exercise this authority at HQ AFSPA; or officials designated to exercise original classification authority at HQ AFSPA	at HQ AFSPA	Destroy after 5 years. AUTH: N1-AFU-88-37 See Note Number: 68, 212, 213, 214
2.00	Original Classification Auth, Storage Facility ID Forms, Emergency Planning, Security Guides/Instructions, Program Plans	original classification authority at MAJCOM, FOA or DRU; or original classification authority listing by incumbent's name and date which are trained at other levels; or listing by incumbent's name and date trained of officials designated to exercise original classification authority in the absence of the primary official at MAJCOM, FOA or DRU; or forms used for identifyiong persons responsible for storage facilities or containers which are records for the opening, closing and checking of security type equipment, and results of room or area security inspection; or emergency planning which are plans	at MAJCOM, FOA or DRU; trained at other levels; records for the opening, closing and checking of security type equipment, and results of room or area security inspection;plans which detail procedures and responsibilities for emergency protection, removal, or destruction of classified material in case of natural disaster, civil disturbance, or enemy action; security classification guides information copies; copies at other offices	Destroy when superseded or no longer needed. AUTH: N1-AFU-88-37 See Note Number: 212, 213, 214

		which detail procedures and responsibilities for emergency protection, removal, or destruction of classified material in case of natural disaster, civil disturbance, or enemy action; or security classification guides information copies; or program plans and security instructions which are copies at other offices		
3.00	Classi Authority for Master Listing,Classi Evaluation,Top Secr Inventories, Special Access Prog, Security, Sci/Tech Meetings	original classification authority which are requests to add or delete officials to or from master listing; or classification evaluation which are challenges to classification and requests for mandatory review; or TOP SECRET inventories; or copies of forms and other information used to verify that access is given to individual(s) at other offices; or security inspections; or information security reports at other levels; or scientific and technical meetings which are security sponsorship, including requests for authorizations and notifications of meetings	requests to add or delete officials to or from master listing;challenges to classification and requests for mandatory review; TOP SECRET inventories; at other offices; security inspections; at other levels; security sponsorship, including requests for authorizations and notifications of meetings	Destroy after 1 year. AUTH: N1-AFU-88-37 See Note Number: 212, 213, 214
8.00	Security Control Records	security control records	key issue logs	Destroy 1 month after all entry spaces are used and replaced by a new log if no longer required. AUTH: N1-AFU-88-37 See Note Number: 212, 213, 214
10.00	Authority to Escort or Hand-Carry Classified Material	authorization	authority to escort or hand-carry classified material	Destroy after 2 years. AUTH: GRS 18, Item 1 See Note Number: 212, 213, 214
12.00	Security Incidents for NATO Security Incidents	security incidents for NATO security incidents	findings by an official in determining if a compromise, possible compromise, inadvertent access or security deviation has occurred involving classified information	Destroy after 3 years. AUTH: N1-AFU-88-37 See Note Number: 68, 212, 213, 214
13.00	Security Termination Statements, Suspense Receipt/Destruction Certificate, Security Incidents	security incidents for other security incidents; or record suspense receipt and destruction certificate file for SECRET material inactive records which are	security incidents for other security incidents; receipt for classified material or destruction certificates; at unit of assignment; statements, including those	Destroy after 2 years. AUTH: N1-AFU-88-37 See Note Number: 68, 212, 213, 214

		receipt for classified material or destruction certificates; or statements completed when terminating access to special program material at unit of assignment; or security termination satements in the Unit Personnel Records Group (UPRG) which are statements, including those pertaining to special program material, completed when individuals are debriefed upon termination of employment or military service, or contemplated absence from duty or employment for 60 days or more; or security termination statements at unit of assignment for civilian personnel	pertaining to special program material, completed when individuals are debriefed upon termination of employment or military service, or contemplated absence from duty or employment for 60 days or more; at unit of assignment for civilian personnel	
14.00	Access Control Records	forms used to certify access to Restricted Data information in possession of Department of Energy (DOE) or Federal agencies other than National Aeronautics and Space Administration (NASA), access lists, authority to open or close alarmed areas, and similar types of records	used to verify who has access to information, areas, or systems	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-88-37 See Note Number: 212, 213, 214
15.00	Nongovernment Historical Researcher Certification	not to disclose classified information	access granting authority office	Retain pending disposition approval. AUTH: N1-AFU-88-37 See Note Number: 212, 213, 214
16.00	TOP SECRET Control	TOP SECRET control	TOP SECRET registers, its attached receipts and destruction certificates	Destroy 5 years after all register page entries have been made inactive. AUTH: N1-AFU-88-37 See Note Number: 68, 212, 213, 214
17.00	Access Records and Cover Sheet Persons having access to TS	access records and cover sheet persons having access to TS	persons who have access to a particular TOP SECRET (TS) document or to whom the information has been disclosed	Destroy 2 years after related TOP SECRET material is destroyed, transferred, downgraded, declassified, or retired. AUTH: N1-AFU-88-37 See Note Number: 212, 213, 214
19.00	Record Suspense	record suspense receipt	suspense records for	Destroy after 2

	Receipt and Destruction Certificate File For SECRET Material On-Loan Suspenses	and destruction certificate for SECRET material on-loan suspense	classified material requiring a receipt	years or give to the borrower, whichever is applicable. AUTH: N1-AFU-88-37 See Note Number: 68, 212, 213, 214
20.00	Record Suspense Receipt and Destruction Certificate File for SECRET Material Normal Suspenses	record suspense receipt and destruction certificate file	for SECRET material normal suspenses	Destroy upon return of signed receipt. AUTH: N1-AFU-88-37 See Note Number: 212, 213, 214
22.00	Security Classification Guides	record copy of published editions and changes; forms reflecting approvals, revisions, re-issuances, reviews or cancellations; and other related records	at the issuing activity or office of primary responsibility	Destroy after 10 years. AUTH: N1-AFU-88-37 See Note Number: 124, 212, 213, 214
25.00	Security Termination Statements Persons Refusing to Acknowledge Debriefing	security termination statements	at 497th Intelligence Group (497 IG/INS) because person refused to acknowledge debriefing	Destroy with individual's adjudication file . AUTH: N1-AFU-88-37 See Note Number: 212, 213, 214, 394
28.00	NATO or International Pact Organization (IPO) Control Records	destruction certificates, receipts, registers, and disclosure records at the destroying subregistry	for COSMIC (code name given to identify NATO TOP SECRET documents), COSMIC TOP SECRET ATOMAL or other IPO TOP SECRET material	Destroy 10 years after the material has been destroyed or transferred to another registry or subregistry. AUTH: N1-AFU-88-37 See Note Number: 68, 212, 213, 214
29.00	Control Records for NATO SECRET, NATO SECRET ATOMAL, NATO CONFIDENTIAL ATOMAL, or IPO SECRET or CONFIDENTIAL Material	control records	for NATO SECRET, NATO SECRET ATOMAL, NATO CONFIDENTIAL ATOMAL,IPO SECRET or CONFIDENTIAL material	Destroy 2 years after the material has been destroyed or transferred to another registry or subregistry. AUTH: N1-AFU-88-37 See Note Number: 68, 212, 213, 214
30.00	Registers and Receipts at Control Points	registers and receipts at control points	for COSMIC, COSMIC TOP SECRET ATOMAL, NATO SECRET ATOMAL, NATO CONFIDENTIAL ATOMAL	Destroy 5 years after record has been destroyed or returned to the servicing subregistry. AUTH: N1-AFU-88-37 See Note Number: 68, 212, 213, 214
31.00	Logs, Receipts, and Destruction Records for NATO SECRET Material	logs, receipts and destruction records for NATO SECRET material	at control points or user agencies	Destroy 2 years after the material has been destroyed or transferred out of the activity. AUTH: N1-AFU-88-

				37 See Note Number: 68, 212, 213, 214
32.00	Central United States Registry (CUSR)	Central United States Registry (CUSR)	approval of establishment or disestablishment of Air Force subregistries and records of establishment or disestablishment of control points under a subregistry	Destroy 1 year after disestablishment of subregistry or control point. AUTH: N1-AFU-88-37 See Note Number: 212, 213, 214
33.00	Individual Record Receipts in the Active Accountability File	individual record receipts	in the active accountability file	Destroy when the records described on the receipt are being destroyed and have been listed on certificate of destruction. AUTH: N1-AFU-88-37 See Note Number: 212, 213, 214
34.00	Forms Used to Formally Record Authorizations for Access to NATO or IPO Classified Material	forms used to formally record authorizations	for access to NATO or IPO classified material	Destroy upon termination of access. AUTH: N1-AFU-88-37 See Note Number: 212, 213, 214
35.00	Special Access Program, Program Plans and Security Instructions	authorization to establish program, reports, reviews and other related records at HQ AFSPA and program OPRs; or program plans and security instructions at program OPR	at HQ AFSPA and program OPRs; at program OPR	Destroy 2 years after the program is terminated. AUTH: N1-AFU-88-37 See Note Number: 68, 212, 213, 214
39.00	Forms Used to Formally Record Authorization for Access to Special Program Material	forms used to formally record authorization	for access to special program material	Destroy upon termination of access AUTH: N1-AFU-88-37 See Note Number: 212, 213, 214
40.00	Waivers or Exceptions Approved	waivers or exceptions approved	authority to deviate or not comply with program requirements	Destroy upon expiration date or when no longer needed. AUTH: N1-AFU-88-37 See Note Number: 212, 213, 214
41.00	Waivers or Exceptions Disapproved	waivers or exceptions	disapproved	Destroy upon return of requested action. AUTH: N1-AFU-88-37 See Note Number: 212, 213, 214
42.00	Surveys, Inspections, and Programs Reviews Approved	approved surveys, inspections and program reviews	requests for open, unattended storage of classified material; establishment of pneumatic tube systems; or authority for central destruction	Destroy when obsolete or no longer needed. AUTH: N1-AFU-88-37 See Note Number:

			facilities	212, 213, 214
43.00	Surveys, Inspections, and Programs Reviews Disapproved	surveys, inspections and program reviews	disapproved	Destroy upon return of requested action. AUTH: N1-AFU-88-37 See Note Number: 212, 213, 214
45.00	Information Security Program Reviews	reviews	information security program reviews	Destroy after 1 year or upon completion of next comparable visit, whichever is later. AUTH: N1-AFU-88-37 See Note Number: 212, 213, 214
46.00	CUSR Inspections of Air Force Subregistries and Control Points	inspections	CUSR inspections of Air Force subregistries and control points	Destroy after 1 year or upon completion of next comparable visit, whichever is later. AUTH: N1-AFU-88-37 See Note Number: 212, 213, 214
47.00	Information Security Reports	agency information security program data report	at HQ AFSPA	Destroy when no longer needed. AUTH: N1-AFU-88-37 See Note Number: 212, 213, 214
49.00	Code Words and Nicknames	code words or nicknames	forms used to account for the assignment or cancellation of code words and nicknames	Destroy 2 years after code words or nicknames are cancelled. AUTH: N1-AFU-88-37 See Note Number: 68, 212, 213, 214
51.00	Mandatory Declassification Review (MDR) Program	Mandatory Declassification Review (MDR) program	correspondence relating to administering the MDR	Destroy when 2 years old. AUTH: GRS 14/26 See Note Number: 212, 213, 214
52.00	Correspondence Granting Access to all Requested Records	Correspondence	responding to requests for information granting access to all requested records, to requesters who provide inadequate descriptions, to those who fail to pay required fees, and requests referred to another agency for action	Destroy when 2 years after date of reply. AUTH: GRS 14/31a(1) See Note Number: 212, 213, 214
53.00	Official File Copy of Requested Records	official file copy of requested records	official file copy of requested records or those under appeal	Dispose of in accordance with approved disposition instructions for the related record or with the related MDR request, whichever is later. AUTH: GRS 14/31b See Note Number:

				212, 213, 214
54.00	Records Denied Not Appealed	denials of access to all or parts of records requested	not appealed	Destroy 5 years after date of reply. AUTH: GRS 14/31a(3) See Note Number: 212, 213, 214
55.00	Records Denied and Appealed	denials of access to all or parts of records requested	appealed	Destroy 4 years after final determination by the Secretary of the Air Force. AUTH: GRS 14/32a See Note Number: 212, 213, 214
56.00	MDR Control Register	files maintained for control purposes, including registers and similar records listing date, nature or request, and name and address of requester	at MDR managers offices	Destroy 5 years after final action by the Air Force. AUTH: GRS 14/33b See Note Number: 212, 213, 214
57.00	Receipts for Monies	receipts for monies, cash collection sheets, and related accountable records	at Freedom of Information (FOI) managers offices	Destroy when 3 years old. AUTH: GRS 6, ITEM4 See Note Number: 212, 213, 214

Table 31-5

CENSORSHIP

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Censorship Submission Sheet Secondary Censorship Station Copy	censorship submission sheet	records to prevent transmission of information that might be useful to an enemy, and to disseminate information that might assist the United States and its allies	Destroy 6 months after Armed Forces censorship has been discontinued or after condemned communications are disposed of. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Censorship Submission Sheet Other Copies	censorship submission sheet	other than Rule 1	Destroy when no longer needed as intelligence source material or reports of censorship violations. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Censorship Action Slip- Slips without Extraction	censorship action slips	slips without extraction	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Slips with Extraction	slips	with extraction	Destroy 6 months after extractions have been disposed of. AUTH: N1-AFU-90-3 See Note Number: 212, 213,

				214
5.00	Register of Censorship Stamp Holders	register of censorship	for stamp holders	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Censorship Stamp Accountability Certificate	certificate	censorship stamp accountability certificate	Destroy 1 year after assumption of accountability by a new custodian. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Travelers Censorship Certificate	certificate	travelers censorship certificate	Destroy when the article to which affixed has been opened. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Travelers Censorship Extraction Record	records	travelers censorship extraction record	Destroy 1 year after items listed have been disposed of. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Censorship Valuables Log	logs	censorship valuables logs	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 31-6

PERSONNEL INVESTIGATIONS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Reports of Investigations	reports prepared outside Air Force	furnished Air Force commanders	Returned to the Air Force Office of Special Investigations (AFOSI) district or AFOSI activity from which received when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Personnel Security Investigations	personnel security investigation	nonderogatory reports of personnel security investigations conducted by Defense Security Service (DSS)(formerly Defense Investigative Service [DIS])	Destroy after review and completion of clearance or after recording the investigative data when clearance action is required. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.01	Personnel Security Investigations Contractors Who Require Only Unescorted Entry Into Restricted Areas	personnel security investigations	reports conducted for local service contractors who require only unescorted entry into restricted areas	Destroy 3 months after contract is complete or when the person for whom it was conducted terminates employment,

				whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Derogatory Reports of Personnel Security Investigations Conducted by DSS (formerly DIS), Counterintelligence Investigations	derogatory reports of personnel security investigations which are conducted by DSS (formerly DIS); or counterintelligence investigations	conducted by DSS (formerly DIS); counterintelligence investigations	Dispose of as prescribed by AFI 31-501. AUTH: N1-AFU-90-3
4.00	Nonderogatory Investigative Files Received from the Office of Personnel Management (OPM)	nonderogatory noninvestigative files received	from the Office of personnel Management (OPM)	Destroy after the results have been recorded as required by AFI 31-501. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Derogatory Reports Received from OPM	derogatory reports received from OPM	at Air Force Security Clearance Agency (AFSCA)	Destroy on ultimate disposition of the case, employee's separation from the Air Force or transfer to another Federal agency. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Criminal Investigations	criminal investigations	reports furnished commanders other than those in Rule 7	Dispose of as provided in AFI 31-501 or destroy on ultimate disposition of the case if action is not taken under these regulations. AUTH: N1-AFU-90-3
7.00	Criminal Investigations Reports Furnished Commanders	criminal investigations reports furnished commanders	consisting of documents incorporated in records of legal proceedings such as statements, affidavits, and similar matters	Dispose of according to disposition instructions of the legal actions involved. AUTH: N1-AFU-90-3
9.00	Loss or Compromise of Classified Matter	loss or compromise of classified matter	action copies of investigations incorporated with reports sent to commanders	Destroy 2 years after date of last action taken by final reviewing authority. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Loss or Compromise of Classified Matter Other Copies of Investigations	loss or compromise of classified matter	forwarded with reports described in Rule 9	Destroy 1 year after date of last action taken, provided such copies have not been used in processing cases under AFI 31-501. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Violations of Security Directives	violations of security directives	reports pertaining to safeguarding of classified information that do not involve a subjection to compromise	Destroy 1 year after last action taken. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

			consideration	
12.00	Incidents or Persons Not Under the Control of the Air Force	incidents or persons not under the control of the Air Force	reports sent to commanders other than those in Rule 13	Destroy on disposition of the case. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Incidents or Persons Not Under the Control of the Air Force Reports Sent to Commanders	incidents or persons not under the control of the Air Force reports sent to Commanders	retained in intelligence files	Dispose of according to disposition instructions of the intelligence files. AUTH: N1-AFU-90-3
14.00	Unknown Subjects Investigations	reports of investigations, where names of subjects are unknown	conducted by AFOSI and forwarded to commanders for review and action	Destroy after appropriate administrative action, such as Report of Survey, Damage Property Report, etc., is completed or when a determination is made that no other action is contemplated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Presidential Support Nominations forwarded with Recommendations	investigative reports, nominating correspondence, evaluations, summaries, medical reports, statements and recommendations, including copies of such record at elements in the nomination process	forwarded with recommendations for selection of the nominee	Destroy upon receipt of notification of selection from AFSCA. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Presidential Support Nominations Nonselected by a Nominating Element	presidential support nominations	nonselected by a nominating element without forwarding the nomination to AFSCA	Hold until the nominating commander determines that an appeal to the nonselection will not be filed, then destroy the investigative report and hold the remaining part of the nomination file for 1 year, then destroy. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Presidential Support Nominations Nonselected by AFSCA or Higher Review Level	presidential support nominations	nonselected by AFSCA or higher review level	See Note Number: 212, 213, 214
18.00	Presidential Support Assignment	letters of notification of selection for assignment to presidential support duties	at MAJCOMs, base chiefs of security police, and units of assignment	Destroy upon notification of termination of duties or assignment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Presidential Support Assignment at AFSCA	presidential support assignment	at AFSCA	Destroy after 5 years or upon reassignment, whichever is later. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214
20.00	Quarterly Roster of Personnel Assigned to Presidential Support Duties	quarterly roster of personnel assigned to presidential support duties	at AFSCA, MAJCOMs, base chiefs of security police, and units of assignment	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 31-7

INDUSTRIAL SECURITY PROGRAM

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Facility (Security) Clearance (FCL), Security Agreements, Standard Practice Procedures (SPP)	initial requests for FCL by contractor, justification for retention of clearance or termination of FCL, and related records at security police unit providing security oversight of contractor; or security agrrements which are DD Form 441, Department of Defense Security Agreement; DD Form 441-1, Appendage to Department of Defense Security Agreement; DD Form 374, DOD Facility Security Clearance Survey Data Sheet; Letter of Notification of Facility Clearance (DIS FL 381-R); and related records; or classified information security procedures followed by the contractor at security police unit providing security oversight of contractor	at security police unit providing security oversight of contractor; DD Form 441, Department of Defense Security Agreement; DD Form 441-1, Appendage to Department of Defense Security Agreement; DD Form 374, DOD Facility Security Clearance Survey Data Sheet; Letter of Notification of Facility Clearance (DIS FL 381-R); and related records;at security police unit providing security oversight of contractor	Destroy 2 years after termination of FCL. AUTH: N1-AFU-88-38 See Note Number: 212, 213, 214
3.00	Inspection Reports	inspection reports	DD Form 696, Industrial Security Inspection Report; letters of requirement; reports of contractor corrective actions; facility visit reports; and related records	Destroy after 2 years, when unresolved deficiencies are corrected, or when adverse trend in contractor management attitude is corrected, whichever is later. AUTH: N1-AFU-88-38 See Note Number: 212, 213, 214
4.00	Security Violations Loss or Compromise of Classified Information did not Occur	reports of security violations, and reports wherein loss, compromise, or suspected compromise of classified information did not occur	at security police unit providing security oversight of contractor and higher command levels	Destroy after 2 years. AUTH: N1-AFU-88-38 See Note Number: 212, 213, 214
5.00	Security Violations Loss or Compromise	security violations loss or compromise of classified information	reports wherein loss, compromise, or suspected compromise of classified	Destroy after 7 years if contractor facility remains

	of Classified Information		information did occur	active, 2 years after FCL is terminated, or upon inactivation of facility. AUTH: N1-AFU-88-38 See Note Number: 212, 213, 214
6.00	Visit Requests	copies of requests to visit contractor facility located on Air Force installation	at security police unit providing security oversight of contractor	Destroy after completion of visit. AUTH: N1-AFU-88-38 See Note Number: 212, 213, 214
7.00	Special Access Files	special access files	special access files, carve-out contracts, special security requirements records, and copies of consultant agreements	Destroy 6 months after contract or agreement is terminated. AUTH: N1-AFU-88-38 See Note Number: 212, 213, 214
8.00	Special Visitor Agreements	special visitor agreements	long-term visitor agreements	Destroy 3 months after expiration of agreement or completion of visit. AUTH: N1-AFU-88-38 See Note Number: 212, 213, 214
9.00	Critical Nuclear Weapons Design Information (CNWDI)	Critical Nuclear Weapons Design Information (CNWDI)	authorizations for access and briefing records for access to CNWDI	Destroy 6 months after notification that access is no longer required or when superseded. AUTH: N1-AFU-88-38 See Note Number: 212, 213, 214
10.00	Classification Specification	DD Form 254, DOD Contract Security Classification Specification, and related records pertaining to classification, downgrading, declassification, and disposition	at security police unit providing security oversight of contractor and higher command levels	Destroy when contract is completed, superseded, or classified information in contractor's possession is returned or destroyed. AUTH: N1-AFU-88-38 See Note Number: 212, 213, 214

Table 31-8

PERSONNEL SECURITY PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**

1.00	Personnel Security Clearance and Access at Base Security Police, Clearance Certificates or Records of Completed Investigation	records of personnel security investigation and clearance at base security police; or clearance certificates which are records of completed investigations	at base security police; records of completed investigations	Destroy 2 years after individual has been separated from active duty or has terminated civilian employment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Emergency or Special Access Certificates	documents and related correspondence	at units of assignments or issuing authorities	Destroy upon termination of access. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Emergency and or Special Access Certificates in a Special Security File	AF Forms 2586, Enescorted Entry Authorization Certificate, backup and other similar data	used to reconcile accountabiity of badges upon issue and turn-in	Destroy 2 years after the badge has been turned in and destroyed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Limited Access Authorizations at Units of Assignment or Base Security Police	related correspondence	used to track accountability and access	Return to issuing authority when access authorization is withdrawn or expires. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Limited Access Authorizations at Issuing Authorities	any backup iformation	used to record access authorizations issued	Destroy 2 years after limited access is terminated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Personnel Security Investigation Requests	unit requests	for investigation, clearance, or unescorted entry	Destroy when investigatin is complete or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Request to DSS for an Investigation	requests to DSS for an investigation	verification of prior investigation, and tracers	Destroy upon receipt of investigation report or response to query. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Duty and Travel Restriction	records requesting, denying, approving and verifying duty and travel restrictions	at base security police or Consolidated Civilian Personnel Office (CCPO) and issuing authorities	Destroy upon termination of restriction. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Duty and Travel Restriction in the UPRG	duty and travel restriction	in the UPRG	Destroy after annotating DD Form 214, Certificate of Release or Discharge from Active Duty (Storage Safeguard), per AFI 31-501, or upon termination of

				restriction. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Personnel Security Questionnaires	personnel security questionnaires	completed personal history statements, personnel security questionnaires, or comparable forms	Disposition pending... AUTH: Unscheduled See Note Number: 212, 213, 214
11.00	Personnel Security Questionnaires at Security Police, MPF and CCPF	completed personal history statements, personnel security questionnaires, or comparable forms	at base security police, units of assignment, MPF, Consolidated Civilian Personnel Flight (CCPF)	Destroy when employment is terminated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Classified Information Nondisclosure Agreements (NdAs) in Civilian OPF	completed personal history statements, personnel security questionnaires, or comparable forms	maintained in the Official Personnel Folder (OPF)	Destroy 65 years after separation from federal service. AUTH: GRS18, Item 25b See Note Number: 212, 213, 214
13.00	Classified Information Nondisclosure Agreements (NdAs) Not in Civilian OPF	completed personal history statements, personnel security questionnaires, or comparable forms	maintained separately from the individual's Official Personnel Folder (not in OPF)	Destroy after 70 years. AUTH: GRS18, Item 25a See Note Number: 212, 213, 214, 395
15.00	Security Documents - Other Documents	any records (civilian or military)	not covered in Rules 16 through 21 of this table	Destroy when the record is no longer needed or upon termination of employment. AUTH: GRS 18, Item 25b See Note Number: 212, 213, 214
16.00	Special Security Files (SSF)	unfavorable personnel security information, investigative reports, correspondence, and related records	at base security police until decision to close file favorably/unfavorably	Destroy after favorable decision by local commander or send to AFSCA if not closed favorably. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Special Security Files (SSF) - Unfavorable Security Information	unfavorable personnel security information, investigative reports, correspondence, and related records	at base security police until final decision is received from 497 IG/INS	Destroy upon receipt of final decision from 497 IG/INS. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Special Security Case Files	complete case files, including case summaries, memoranda of final decision correspondence, letters of intent to deny or revoke clearance or to deny eligibility for assignment to sensitive positions, exhibits, and related case records for cases adjudicated under AFI 31-501	at 497 IG/INS, if not closed favorably	Destroy 20 years after final decision. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Special Security Case Files Closed	special security case files	at 497 IG/INS, if closed favorably	Destroy 1 year after final decision.

	Favorably			AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Special Security Case Duplicate Case Files	special security case duplicate case files	at local bases until final decision is made	Destroy after final decision is received from 497 IG/INS. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Security Case History Records	index card giving summary of security cases	at 497 IG/INS	Destroy 20 years after final decision or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.00	Foreign Travel	personal foreign travel reports from personnel with security clearances, and related records	at security manager	Destroy after 5 years. AUTH: N1-AFU-89-25 See Note Number: 212, 213, 214

Table 31-9

DEFENSE COURIER SERVICE (DCS)

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Receipt to Sender, Authorization Record, Transfer Form, WWMA Data Printouts	Receipt to Sender (DCS Form 1) at DCS stations and agencies; or Authorization Record (DCS Form 10) at DCS stations; or Transfer Form; or WWMA data printouts which are account or service identification at HQ DCS and DCS Stations	at DCS stations and agencies; at DCS stations; Transfer Form; account or service identification at HQ DCS and DCS Stations	Destroy after 2 years. AUTH: N1-AFU-91-3 See Note Number: 212, 213, 214
3.00	Authorization Record at Agencies, DCS Routes	authorization record at agencies; or scheduled itineraries for the transportation of material at DCS stations and agencies	at agencies; at DCS stations and agencies	Destroy when superseded. AUTH: N1-AFU-91-3 See Note Number: 212, 213, 214
5.00	Credentials	Courier Credential (DCS Form 9)	at HQ DCS and DCS stations	Destroy at expiration or courier transfer from DCS. AUTH: N1-AFU-91-3 See Note Number: 212, 213, 214
7.00	Administrative and Operational Data in Computer	data in computer in the Defense Courier Automated Management System (DCAMS)	at HQ DCS and DCS stations	Destroy/Delete when entry is no longer valid. AUTH: N1-AFU-91-3 See Note Number: 212,

				213, 214
8.00	Administrative and Operational Data on Computer Tape, Administrative DCAMS Data Printouts, Operational DCAMS Data Printouts	data on computer tape in DCAMS at HQ DCS; or DCAMS data printouts (administrative records) at HQ DCS and DCS stations; or DCAMS data printouts (operational records) at HQ DCS	at HQ DCS; at HQ DCS and DCS stations; at HQ DCS	Destroy when no longer needed. AUTH: N1-AFU-91-3 See Note Number: 212, 213, 214
11.00	Account Identification and Service Information	DCS Worldwide Master Account (WWMA) Data (DCS Form 25)	at HQ DCS and DCS stations	Destroy after 3 months. AUTH: N1-AFU-91-3 See Note Number: 212, 213, 214
12.00	Data in the WWMA Database	data in the WWMA database	at HQ DCS	Destroy/Delete when entry is no longer valid. AUTH: N1-AFU-91-3 See Note Number: 212, 213, 214

Table 31-10

PHYSICAL SECURITY

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Physical Security Operations Evaluations	physical security operations evaluations	test, survey, and inspection reports	Destroy 1 year after action completed or after next inspection, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
1.01	Security Systems Intrusion Detection System	plans, proposals, and authorizations	at security police and operating activities	Destroy 1 year after system is removed from facility. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 396
1.02	Security Systems Contracts, Work Orders, Drawings, Specifications	data	security systems contract, work order, drawings and specifications	Destroy 1 year after system is removed from facility, when obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Security System Performance Data at MAJCOMs	reports on intrusion detection alarm system performance	at MAJCOMs	Retire as permanent. AUTH: NC-174-159 See Note Number: 6
3.00	Security System Performance Data Below MAJCOMs, Nuclear Weapons Movement Off Base	security system performance data which are below MAJCOMs; or nuclear weapons movent off base which are listings of nuclear	below MAJCOMs; listings of nuclear weapons convoy movements and related records	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		weapons convoy movements and related records		
4.00	Records of Visitors	records of visitors	requests for visits to restricted areas	Destroy 3 months after completion of the visit(s). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Authorization for Contractors to Visit	authorization for contractors to visit	contractor's authorization to visit in connection with classified matters	Destroy 1 month after termination of authorization. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Installation Security Master Plan	master plan	installation security master plan	Destroy 1 year after being superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Installation Security Other Plans	installation security plans	other than master plan	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Application for Aerial Photographic License	application for aerial photographic license	records regarding granting licenses to foreign nationals to take aerial photographs, resulting in favorable information	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Application for Aerial Photographic License - Unfavorable Information	application for aerial photographic license	resulting in unfavorable information	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Security Deviations Approved	security deviations	approved deviations from criteria contained in AFI 31-series directives and related records	Destroy 1 month after expiration date, when reason for deviation no longer exists, or on cancellation of deviation, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Security Deviations Disapproved	security deviations	disapproved	Destroy 1 month after final action of approving authority. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Identification Codes	identification codes	sign/countersign and duress lists	Destroy when superseded or compromised. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 31-11

MISSILE SECURITY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Security Dispatch	security dispatch	predispatch notification used to notify key and code control center of requirement for a dispatch	Destroy after 3 months or when no longer needed, whichever is sooner. Missile Security Records. See Note Number: 212, 213, 214
2.00	Approved Dispatch Notification	approved dispatch notification	records used to notify flight security control and missile combat crews of an approved dispatch	Destroy after 1 month. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Dispatch of Security Escorts and Camper Alert Team Members	dispatch records	dispatch records used to manage dispatch of security escorts and camper alert team members	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Security Message Log	security message log	alarm situations used to record security alert messages	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Helping Hand and Covered Wagon Reports	helping hand and covered wagon report	used to record upchanneled reports	Disposition pending... AUTH: Unscheduled See Note Number: 212, 213, 214
6.00	Security Response	security response	flight time-distance response matrix which are specific response criteria for alarms	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Key and Code Control	registers, and material handling records	used to issue, transfer, and destroy National Security Agency one-time code tables	Disposition pending... AUTH: Unscheduled
8.00	Physical Examinations	minuteman camper inspections	used to record discrepancies of self-contained units	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 31-12

ANTITERRORISM RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Antiterrorism Briefings/Training/Services at HQ USAF/SPO	reports and correspondence related to development of antiterrorism programs for US Government agencies, DOD/USAF commander;reports of antiterrorism briefings/training related to the terrorist threat at a particular area and general threat in large overseas areas, including techniques that can be employed to counter the threat	at HQ USAF/SPO	Destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3
2.00	Antiterrorism Services at Other HQ USAF Offices and Commands	reports and correspondence related to development of antiterrorism programs for US Government agencies, DOD/USAF	at other HQ USAF offices and	Destroy after 1 year or when no

		commanders	commands	longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Antiterrorism Briefings/Training at Other HQ USAF Offices and Commands	reports of antiterrorism briefings/training related to the terrorist threat at a particular area and general threat in large overseas areas, including techniques that can be employed to counter the threat	at other HQ USAF offices and commands	Destroy after 3 months or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 31-13

INCIDENT-BASED REPORTING

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Offenses Reportable Under Brady, Lautenberg, or Involving Sex Offender Registration	offenses reportable under Brady, Lautenberg or involving sex offender registration	maintained in Security Forces Management Information Systems (SFMIS)	Destroy 99 years from entry into SFMIS database. N1-AFU-03-22
2.00	Class A Offenses	records other than those disposed of by Article 15/administrative sanction, not reportable by the Department of Defense (DOD) under Brady, Lautenberg, or involviong sex offender registration	maintained in Security Forces Management Information Systems (SFMIS)	Destroy 5 years after entry into database or term of confinement, whichever is later N1-AFU-03-22
3.00	Military Offenses - Confinement of More Than 1 Year or Death is Adjudged by Court-Martial	records which there is no NIBRS equivalent, nor reportable by DOD under Brady and for which confinement of more than 1 year or death is adjudged by court-martial	maintained in Security Forces Management Information Systems (SFMIS)	Destroy 5 years after entry into the database or term of confinement, whichever is later. N1-AFU-03-22
4.00	Class B Offenses	records other than those disposed of by Article 15/administrative sanction, nor reportable by DOD under Brady or involving sex offender registration	maintained in Security Forces Management Information System (SFMIS)	Destroy 3 years after entry into database or term of confinement, whichever is later. N1-AFU-03-22
5.00	Military Offenses - Other Than Those Disposed of by Article 15/Administrative Sanction	records for which there is no NIBRS equivalent, nor reportable by DOD under Brady	maintained in Security Forces Management Information System (SFMIS)	Destroy 3 years after entry into database. N1-AFU-03-22
6.00	Offenses Disposed of by Article 15	offenses disposed of by Article 15 or by administrative sanction and not reportable by DOP under Brady, Lautenberg, or involving	maintained in Security Forces Management Informations	Destroy 6 months after entry into database. N1-AFU-03-22

		sex offender registration	System (SFMIS)	
7.00	Acquittals	set aside actions and unfounded allegations	maintained in Security Forces Management Information System (SFMIS)	destroy immediately after action is completed. N1-AFU-03-22

Table 32-1

ENVIRONMENTAL PLANNING

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Pollution Incident Report, Including UST Spill and Release Report at HQ USAF/MAJCOMs	telegraphic details of the incident	at HQ USAF/MAJCOMs	Destroy after 1 year or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 400
2.00	Pollution Incident Report, Including UST Spill and Release Report at Installations	telegraphic details of the incident	at installations	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 400
2.01	Emergency Notices of Pollution Incidents or Environmental Violations	emergency notices of pollution incidents or environmental violations	records on incidents/violations which result in wide public interest, Congressional inquiry or investigation, or possible change in relations with a foreign nation	Retire as permanent. AUTH: N1-AFU-87-18 See Note Number: 6
3.00	Environmental Assessments, Environmental Statement or Overseas Environmental Studies	project description, discussion of environmental impact of the project, and related papers at MAJCOMs/bases; or detailed project description and discussion of environmental impact of the project and related papers	at MAJCOMs/bases;	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 399
5.01	Environmental Protection Committee Meeting Minutes, Pollutant Analysis Reports at Occupational Environmental Health Lab	Environmental Protection Committee minutes; or Pollutant Analysis Reports at USAF Occupational Environmental Health Laboratory	minutes; at USAF Occupational Environmental Health Laboratory	Destroy after 10 years. AUTH: N1-AFU-90-53 See Note Number: 212, 213, 214
5.02	Environmental Pollutant Control Report, Environmental Management-by-Objectives, or Trash and Waste Recycling Proceeds Report	data submissions	Environmental Pollutant Control Report, Environmental Management-by-Objectives, or Trash and Waste Recycling Proceeds Report	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	National Pollutant	wastewater discharge	at bases/stations	Retain for 3

	Discharge Elimination System (NPDES) Applications/Permits at Bases/Stations	applications and permits		years after the expiration date of the permit. AUTH: N1-AFU-92-7 See Note Number: 212, 213, 214, 397
7.00	National Pollutant Discharge Elimination System (NPDES) Applications/Permits at MAJCOMs	wastewater discharge applications and permits	at MAJCOMs	Destroy when superseded or obsolete. AUTH: N1-AFU-87-18 See Note Number: 212, 213, 214, 400
8.00	Pollutant Analysis Reports	records and information resulting from monitoring activities, including those required by NPDES permits; including all records of analyses performed, and calibration and maintenance of instrumentation and recordings from continuous monitoring instrumentation	at MAJCOMs and bases	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 400
10.00	Violations of Environmental Standards	reports on violations/compliance agreements and actions taken, prepared, and submitted electronically by bases	at HQ USAF, MAJCOMs regional compliance offices and bases	Destroy 3 years after the last action taken to correct the violation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 400
10.01	Notices of Violation and Compliance Agreements	official notices received from regulatory agencies and any other related correspondence	MAJCOMs and regional compliance offices and bases	Destroy 2 years after compliance has been achieved. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 400
11.00	Sampling Point Master Record	Sampling Point Master Record	at installation bioenvironmental engineering activities	Destroy when installation closes or Air Force is relieved of accountability. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Emission Inventory	Emission Inventory	inventory report, tables, monitoring reports, prevention of significant deterioration (PSD) survey results, and related correspondence and reports	Destroy when updated inventory is prepared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 400

13.00	Accumulation and Disposition of Recoverable and Waste Petroleum Products	statistical summaries of quantities and methods of disposition	at MAJCOMs, SA-ALC, and installations	Destroy 3 years after date of summary. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 400
14.00	Environmental Management and Contingency Plans	Environmental Management and Contigency plans	plans and supporting data for spill prevention control and countermeasures plan; oil and hazardous substance pollution contingency plan; hazardous waste plan; hazardous waste treatment, storage, and disposal facility operation plan; traffic abatement plan; and similar plans	Destroy when obsolete, superseded, or no longer needed. AUTH: N1-AFU-87-18 See Note Number: 212, 213, 214
15.00	Operations and Maintenance of Solid Waste Disposal Facilities (Landfill Operations)	detailed facility description, correspondence, permits, and related records	bases/stations	Destroy after 50 years. AUTH: N1-AFU-90-3 See Note Number: 52, 212, 213, 214, 399, 651
16.00	Installation Restoration Program	reports, studies, and related correspondence	at HQ USAF, MAJCOMs, and bases	Destroy 50 years after restoration. AUTH: N1-AFU-87-18 See Note Number: 52, 212, 213, 214
17.00	Hazardous and Toxic Waste Management	reports, documents, studies, hazardous waste/Poly Chlorinated Biphenyls (PCB) manifesting and disposal records (including contracts), and related documents	at HQ USAF, MAJCOMs, and bases	Destroy 50 years from the date of the record or in January 2031, whichever is later. AUTH: N1- See Note Number: 52, 212, 213, 214
18.00	Halon 1211 and Halon 1301 Reports	Halon 1211 abd Halon 1301 Repoerts	reports that state where and how much halon is used and stored	Destroy after 2010. AUTH: N1-AFU-92-7 See Note Number: 212, 213, 214
19.00	Environmental and Natural Resources Data Training	environmental and natural resources data training	records related to the training of personnel in hazardous waste management procedures (including contingency plan implementation) relevant to the employees position	Destroy 3 years after employee last worked at the facility, or after facility closure. AUTH: N1-AFU-93-4 See Note Number: 212, 213, 214

20.00	Hazardous Material (HAZMAT) Authorization	AF Form 3952, Chemical/ Hazardous Material Request Authorization	at using centers	Destroy after material is removed from authorization and any waste has been disposed of. AUTH: N1AFU-99-9 See Note Number: 212, 213, 214
21.00	Hazardous Material (HAZMAT) Authorization at HAZMAT Pharmacies	Hazardous Material (HAZMAT)Authorization	at HAZMAT pharmacies	Destroy when HAZMAT has been deleted from authorization list. AUTH: N1-AFU-99-9 See Note Number: 212, 213, 214
22.00	Environmental Planning	environmental planning	electronic input records (e.g., word processing, form filler software)	Delete when record copy is printed and filed. AUTH: N1-AFU-99-9 See Note Number: 212, 213, 214

Table 32-2

LAND, FACILITY AND ENVIRONMENTAL PLANS, PROGRAMS, PROJECTS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Air Installation Compatible Use Zone (AICUZ)	studies and amendments at installation level; or forms, letters, and related records concerning flight tracks, types of aircraft, number of operations, altitudes, aircraft ground maintenance operations, etc. at installation level; or operational and maintenance data which are AICUZ computer listing	at installation level; AICUZ computer listing	Retire to the National Archives when Air Force is relieved of accountability for the installation. AUTH: N1-AFU-92-9 See Note Number: 401
2.00	AICUZ Correspondence and Supporting Records	case files	AICUZ correspondence and supporting records	Destroy when superseded or when Air Force is relieved of accountability for the installation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	AICUZ Maps and	vicinity/flight track/accident	AICUZ maps and	Destroy when Air

	Overlays	potential zone [APZ]/noise zone, compatible use district [CUD]	overlays	Force is relieved of accountability for the installation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	AICUZ Handbook, Implementation and Maintenance Plan	AICUZ Handbook at any organizational level; or AICUZ implementation and maintenance plan	at any organizational level; supporting data	Destroy when obsolete, superseded or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Coastal Zone Management, Floodplain Management and Wetlands Protection Actions	letters, messages, consistency determinations, state plans, environmental impact statements (EIS), etc.	coastal zone management, floodplain management and wetlands protection actions	Destroy when superseded, or retire or destroy with the project, program, or plan which they support. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Controversial Issues	controversial issues	letters, messages, media releases, reports, analyses, etc.	Destroy 7 years after the controversy has been cleared or when Air Force has been relieved of accountability for the installation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	MOUs	MOUs	letters, messages, comments on MOUs	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs, Submissions	letters, messages, comments	Executive Order 12372, Intergovernmental Review of Federal programs, submissions	Dispose of with related project, program, plan which they support. AUTH: N1-AFU-90-3

Table 32-3

HISTORIC PRESERVATION PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Historic Preservation	all records	pertaining to the historic preservation program	Disposition pending... AUTH: Unscheduled See Note Number: 212, 213, 214

Table 32-4

CIVIL ENGINEER DATA AUTOMATION PROGRAM RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Data Reports	data reports	daily labor, material audit, monthly labor analysis, monthly cumulative summary, and comparable reports	Destroy after 1 month. AUTH: N1-AFU-90-3
2.00	Daily Labor Analysis and Work Status Reports	reports	daily labor analysis and work status reports	Destroy after receipt of weekly report. AUTH: N1-AFU-90-3
3.00	Weekly Labor Analysis Report	reports	weekly labor analysis reports	Destroy after receipt of monthly labor analysis report. AUTH: N1-AFU-90-3
4.00	Monthly Cumulative Work Order Cost and Analysis	current month's cost ledger, monthly cumulative cost, and monthly family housing cost ledger reports	for completed work orders	Destroy after 4 years, provided requirements of Table 65-3 are accomplished. AUTH: N1-AFU-90-3
5.00	Monthly Cumulative Work Order Cost and Analysis for Incomplete Work Orders	monthly cumulative work order cost and analysis	for incomplete work order	Destroy on receipt of succeeding months report. AUTH: N1-AFU-90-3
6.00	Base Resource Analysis Support System (BRASS) AFMC Summary	BRASS AFMC Summary	base BRASS team/grade summary, command BRASS AFMC summary, command BRASS posture by AFMC, and command Priority Improved Management Effort - Base Engineer Emergency Force (PRIME BEEF) error list	Destroy after 3 months. AUTH: N1-AFU-90-3
7.00	Facility Historical Report Showing Costs by Facility and by FY	reports	showing costs by facility and FY	Destroy when superseded. AUTH: N1-AFU-90-3

Table 32-5

(RESERVED)

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
No rules exist for this table.				

Table 32-6

CIVIL ENGINEERING RESOURCES AND WORK FORCE MANAGEMENT

R	A	B	C	D

U L E	If the records are or pertain to	consisting of	which are	then
1.00	BCE Brochures	BCE brochures	pertinent data concerning an air base, its organization, and function which serves as reference in management, planning, programming, and as a guide for visitors when appropriate	See table 37-7. AUTH: N1-AFU-90-3
2.00	Maintenance, Inspection and Progress Reports	reports of maintenance and repair activity on buildings, pavements, grounds, and utility systems, with related papers	at HQ USAF/MAJCOMS/FOAS subordinate commands	Destroy after 2 years. N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Reports of Deficiencies Noted	reports of deficiencies	noted	Destroy when deficiencies are corrected. N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Facility Folders	facility folders	forms, such as condition survey series (as appropriate), work orders, work requests, project lists, job orders (completed), with disposal plans, and exceptions to criteria and/or waivers which are kept in an active status by summarizing data to consolidate files	Destroy when recorded data is transcribed for file in summary form, or on inactivation of installation and transferred to the support BCE. N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Work Control at Bases/Stations	work control at bases/stations	construction permits, work orders, work requests, material cost transfers, materials and equipment lists	Destroy 2 years after work completion. N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Work Control Logs/Schedules/Orders	work control logs/schedules/orders	service call log, job orders, job order logs, work schedules, multiple shop job schedules, job order schedules	Destroy after 1 year. N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Schedule Reports			Destroy after 60 days or when no longer needed, whichever is later (See Note 477). N1-AFU-90-3 See Note Number: 212, 213, 214, 477
10.00	Work Center Bench Stock Availability Report	work center bench stock availability reoport	materials support evaluation	Destroy after 6 months. N1-AFU-90-3

				See Note Number: 212, 213, 214
11.00	Recurring Work Lists	recurring work lists	collection work order number lists, work authorization lists	Destroy when superseded. N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-7

PROGRAMMING CIVIL ENGINEER RESOURCES

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Major and Minor Construction Programs Including P-341, NAF, and Operations and Maintenance (O&M) by Contract	annual (FY) military construction (MILCON) records and essential supporting evidence (e.g., line listings)	at HQ USAF/CE	Retire as permanent a master copy of each program document with line listing. AUTH: N1-AFU-85-21
2.00	MILCON, P-341 Maj/Min Construction Progs, Troubleshooting/Maintenance Instructions, Project Info/Control Files, Program Rpts	MILCON, P-341, NAF, and O&M programs which are extra copies of records; or manufacturer's catalogs troubleshooting instructions, maintenance instructions which are parts lists, and related papers which do not duplicate other records on file; or project data, correspondence reports, and other related papers which pertain to projects approved at lower echelons; or program reports which are monthly reports of repair, minor construction, modification, and O&M projects proposed or in progress	extra copies of records; parts lists, and related papers which do not duplicate other records on file; pertain to projects approved at lower echelons; monthly reports of repair, minor construction, modification, and O&M projects proposed or in progress	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.01	MILCON, P- 341 Major and Minor Construction Programs Reference Copy Records	MILCON, P-341 major and minor construction programs	one copy of each document	Destroy 5 years after program year involved, or when no longer needed. AUTH: N1-AFU-90-3 See Note

				Number: 212, 213, 214
3.00	Construction Project Justifications/ Correspondence	site plans, maps, definitive drawings, photographs, machine tabulations, listings, EAM cards tapes, narrative reports, studies	related to Rule 1	Destroy 4 years after year program was enacted into law, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 402
4.00	Line Item Projects (that are approved)	program submissions, correspondence, reports, and other related papers	at MAJCOMs and below	Destroy 3 years after fiscal completion. AUTH: N1-AFU-90-3
5.00	Line Item Projects (not accepted for current construction program)	line item projects	not accepted for current construction program	Hold for resubmission purposes; if not approved after 5 years destroy. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Budget Authorization at HQ USAF/IL	USAF construction program document (the construction funding authorization)	at HQ USAF	Retire the final issuance as permanent. AUTH: N1-AFU-85-21 See Note Number: 15
7.00	Budget Authorization Funding Authorizations	budget authorization funding authorizations	superseded changes and/or revisions	Destroy 6 years after superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Budget Authorization at MAJCOMs and Below	budget authorization	at MAJCOMs and below	Destroy 2 years after superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Budget Authorization Summaries, Tabulations, Worksheets, Correspondence	budget authorization summaries, tabulations, worksheets, correspondence	statistical summaries, tabulations, worksheets, correspondence, and other data relating to apportionment request, fund allocations, reallocations, withdrawals, and the transfer of funds	Destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.01	Base Civil Engineer Cost Accounting	reports, such as materials and	at civil engineer activities	Destroy 3 years after accounts

		supplies used, cost ledger, cost reconciliation, schedule of costs, monthly vehicle reports, journal voucher, papers and bills, cost reports, worksheets; expenditures of funds preservation of real property forms pertaining to off-reservation housing		are cleared, provided any needed corrective action has been accomplished AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Project Case Files - Approved	approved project case files	estimates, project approval and funding information, work orders, engineer drawings, diagrams, specifications, materials approval, and other related data	Destroy 8 years after completion and final payment of settlement of the project. (EXCEPTION: Should an official inquiry thereon be retain files for 2 additional years). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.01	Asbestos/Lead Project Case File - Approved	approved asbestos/lead project case files	estimate, project approval and funding information, work orders, engineer drawings, diagrams, specifications, materials approval, and other related data, which also include date of measurement, operation involving exposure to abets that is being monitored, sampling and analytical methods used and evidence of their accuracy, number, duration, and results of samples taken, type of protection devices worn, if any, name, SSAN, and exposure of the employees whose exposure are represented	Destroy 30 years after completion of project. AUTH: N1-AFU-00-08 See Note Number: 212, 213, 214
11.00	Project Case File - Disapproved	project case files	disapproved	Destroy on determination that their accomplishment is no longer required. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.01	Program 30 September Report	report	Program 30 September Report	Destroy after 5 years or when no longer needed,

				whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Performance Evaluation Program	performance evalutaion program	reports, related forms, and working papers	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Minutes of Meetings at HQ USAF	approved air base systems and environmental quality research, development, and acquisition (RD&A) working groups and HQ USAF/CE program review meetings minutes approved priorities of civil engineer RD&A projects	at HQ USAF	Retire as permanent. AUTH: N1-AFU-94-6 See Note Number: 15, 212, 213, 214
17.00	Minutes of Meetings at MAJCOMS, Major Subordinate Commands/Bases/ Stations	minutes of meeting	at MAJCOMS,major subordinate commands/bases/stations	Destroy after 6 years. AUTH: N1-AFU-94-6 See Note Number: 212, 213, 214
18.00	Environmental Quality RD&A Strategic Plans	approved RD&A air base systems and environmental quality strategic plans outlining goals and strategies for civil engineer RD&A investment	at HQ USAF	Retire as permanent. AUTH: N1-AFU-94-6 See Note Number: 15, 212, 213, 214

Table 32-8

FACILITIES BOARD

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Minutes of Meetings at MAJCOMs/Major Subordinate Commands/Bases/Stations	approved facilities board (FB) minutes serving as final approval for funding O&M projects	at MAJCOMS, major subordinate commands/bases/stations	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Minutes of Meetings in Members File	minutes of meetings	in members files	Destroy when no longer needed or after 1 year,

				whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Minutes of Meetings at Other Activities	minutes of meetings	at activities other than Rules 1 and 3	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-9

NATO INFRASTRUCTURE PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Project Case Files (U.S. Records in Support of the NATO Infrastructure Program)	facilities projects, site plans, maps, drawings, studies, correspondence and a copy of the infrastructure disbursing vouchers for prefinanced projects	at HQ USAFE/RSICA, NATO Infrastructure Division	Destroy after Joint Formal Acceptance Inspection (JFAI) and audit by the NATO board of auditors. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 403

Table 32-10

REAL PROPERTY MANAGEMENT

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Real Property Case Files	real property case files	correspondence, reports, studies, maps, charts, drawings, copies of legal instruments, delegations of authority, excess real property declarations, real estate planning reports (REPR), and related data; copies of in-grant legal instruments; floor plans; special orders; correspondence; reports and other related data concerning Air Force directly- leased real property; computer-generated space assignment/termination space to Air Force in GSA space; international balance of payments (IBP), and related case material	Retire as permanent upon inactivation of the installation. AUTH: NC1-AFU-77-38 See Note Number: 18, 404, 405
2.00	Separate Collection of REPRs	separate collection of REPRs	at MAJCOMS	Destroy 1 year after land is acquired, completed construction is

				accepted by the using agency, or line item is dropped from military construction plan (MCP), whichever is applicable. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Survey and Special Studies AFREA/MI, Federal Legislative Jurisdictional Matters	special studies conducted on an "as-requested" basis such as real property studies and studies of leased real property in the CONUS and overseas at the Air Force Real Estate Agency (AFREA/MI). (Incorporate with Rule 1); or correspondence, reports, studies, decisions, legal opinions, and related data incorporated with Rule 1	at the Air Force Real Estate Agency (AFREA/MI). (Incorporate with Rule 1); incorporated with Rule 1	Retire as permanent upon inactivation of the installation. AUTH: N1-AFU-90-3
4.00	Survey and Special Studies at MAJCOMs and major subordinate commands	survey and special studies	at MAJCOMs and major subordinate commands	Destroy when superseded by later study or survey or after 2 years, whichever is later AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Survey and Special Studies at bases/stations	survey and soecial studies	at bases/stations	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Federal Legislative Jurisdictional Matters Work Papers and Background Supporting Data	papers and data	Federal Legislative Jurisdictional Matters Work Papers and background supporting data	Destroy when no longer needed or after 1 year, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Annual Summary of Real Property Transfer Actions	annual summary of real property transfer actions	annual summaries of all real property acquisitions and disposals that involve an estimated value between $25,000 - $200,000 each (RCS: SAF-MII(A)8701(PL)	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Nonindustrial Facility Mobilization Approved for Acquisition	brochures, card indices, formal reports of facility allocation (DD Form 26-2, Non-Industrial Facility Allocation), and related data pertinent to the acquisition and allocation of facilities available in	incorporated with Rule 1	Retire as permanent upon inactivation of the installation. AUTH: N1-AFU-90-3

		the event of an all-out mobilization		
10.00	Nonindustrial Facility Mobilization Not Approved for Acquisition	nonindustrial facility mobilization	not approved for acquisition	Destroy on determination that facility no longer meets Air Force requirements. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Waivers and Clearances	waivers and clearances	correspondence, maps, drawings, and related data concerning requests for waivers of flight and navigation obstruction and lateral air field clearances	Destroy 1 year after renewal request, or when obstruction is removed or eliminated, and/or when Air Force is relieved of accountability for the installation, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Changes in Utilization of Real Property Facilities	requests approved by DOD, HQ USAF, MAJCOMs and bases	at bases which maintain the real property accountable records	Disposition Pending... AUTH: Unscheduled See Note Number: 212, 213, 214
16.00	Changes in Utilization of Real Property Facilities	requests approved by DOD, HQ USAF, MAJCOMs and bases at AFREA/MI, MAJCOMs, and bases that keep information copies only; or changes in utilization of real property facilities requests disapproved by DOD, AFREA/MI, MAJCOMs, and bases	at AFREA/MI, MAJCOMs, and bases that keep information copies only; disapproved by DOD, AFREA/MI, MAJCOMs, and bases	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-11

REAL PROPERTY INVENTORY

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Air Force Inventory of Real Property	published inventory documents	at AFREA/MI	Retire as permanent a master copy of each document published. AUTH: NC1-AFU-83-36 See Note Number: 406
2.00	Inventory of Real	inventory of real property-	correspondence and form	Destroy when

	Property-Correspondence and Reports	correspondence and reports	reports such as USAF real property inventory detail list, USAF land change report, and USAF installations characteristics report, machine listings, EAM cards and EDP tapes	superseded, obsolete, or after 2 years, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.01	Inventory of Real Property Magnetic Tape at AFREA/MI	magnetic tape of the Air Force inventory of real property	at AFREA/MI	Erase after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Feeder Reports, Retained USAF Characteristics Report	background and/or source data at MAJCOMs and major subordinate commands; or retained USAF characteristic reports to include off-base installations and SAF-MII(A)9305, Annual Real Property Utilization Review at MAJCOMs; or retained inventory reports other than reports in Rule 4 and related supporting data at bases/stations	at MAJCOMs and major subordinate commands; at MAJCOMs; at bases/stations	Destroy when superseded, obsolete or after 1 year, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Retained USAF Characteristics Report at Bases/Stations	retained USAF characteristics report	at bases/stations	Retire as permanent when Air Force is relieved of accountability for installation. AUTH: NC1-AFU-83-36 See Note Number: 479

Table 32-12

LEASED REAL PROPERTY CASE FILES

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Leased Real Property (Excluding Leased Real Property Set Up as a Separate Installation)	leased real property (excluding real property set up as a separate installation)	case files pending claims	Destroy 1 year after settlement of the claim. AUTH: NC1-AFU-83-82 See Note Number: 212, 213, 214
2.00	Leased Real Property (Excluding Leased Real Property Set Up as a Separate Installation)	copies of outgrant legal instruments such as leases, easements, licenses, permits, right-of-way, or other agreements wherein the Air Force conveys an interest or right to use Air Force real property, copies of environmental baseline surveys (EBS) case files at SAF/IEIR; or case files at CONUS bases/stations; or SAF-MII(A)9304, Real Property Outgrant	at SAF/IEIR; at CONUS bases/stations; at SAF-MII(A)9304 and 9306, MAJCOMs, major subordinate commands, and overseas bases	Destroy 2 years after the GSA or the Corps of Engineers advises that the property to which the records pertain has been disposed of. AUTH: NC1-AFU-

		Report and SAF-MII(A)9306, Annual Installation Boundary Encroachment Report case files at SAF-MII(A)9304 and 9306, MAJCOMs, major subordinate commands, and overseas bases		83-82 See Note Number: 99, 212, 213, 214
5.00	Leased Real Property (Excluding Leased Real Property Set Up as a Separate Installation)	case files	at leased property site or at recruiting squadrons and HQ AETC	Destroy 90 days after termination of Air Force occupancy. AUTH: NC1-AFU-83-82 See Note Number: 212, 213, 214

Table 32-13

EXCESS REAL PROPERTY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Air Force Real Property Excess Declaration	Air Force Real Property Excess Declaration	informal excess declarations, notices of availability, requests for disposal of real property, and related correspondence	Disposition Pending... AUTH: Unscheduled
2.00	Other Agency Notices of Availability Related to Property Air Force Has a Need For	other agency notices of availability	related to property Air Force has a need for	On acquisition of the property, incorporate with records in Table 32-10. AUTH: N1-AFU-90-3
3.00	Other Agency Notices of Availability Related to Property Air Force Has No Need For	other agency notices of availability	related to property Air FOrce has no need for	Destroy 6 months after determining that Air Force has no requirement for the property involved. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-14

REAL PROPERTY ACCOUNTABLE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Overseas BCE Real Property	property cards, ledgers, vouchers and voucher registers, and supporting records including printout of USAF Real Property Inventory Detail List, RCS: SAF-MII(A)7115, also machine listings of the annual real property transaction summary by voucher number and of the real property voucher transaction summary by facility	related to an active installation, will be retained at the designated recordkeeping installation; upon inactivation of installation, keep the records at the designated recordkeeping installation or MAJCOM that has jurisdiction until terminal audit and base closure responsibilities are completed and it is determined that no claim will	The accountable installation or MAJCOM will destroy 50 years after base inactivation if no claim is filed, or 50 years after settlement of claim, whichever is applicable. AUTH: N1-AFU-87-

		number	be filed against the U.S.	17 See Note Number: 52, 212, 213, 214
1.01	Maps and Record Drawings	maps and drawings	at the accountable installation or MAJCOM	The accountable installation or MAJCOM will transfer to the appropriate recipient or to the major recipient of the properties involved. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	U.S. and Territories Administered by U.S. (BCE) Real Property	property cards with supporting records including printout of report RCS: SAF-MII(A)7115	relating to specific buildings or to equipment that is disposed of by demolition, salvage or lease termination	The accountable installation or MAJCOM will destroy 50 years after base inactivation if no claim is filed, or 50 years after settlement of claim, whichever is applicable. AUTH: N1-AFU-89-32 See Note Number: 52, 212, 213, 214
4.00	U.S. and Territories Administered by U.S. (BCE) Real Property	property cards, ledgers, vouchers and voucher registers with supporting records, maps, record drawings, including printout of report RCS: SAF-MII(A)7115	relating to an installation that is to be transferred between commands or to another federal agency	The accountable installation or MAJCOM will transfer to the receiving MAJCOM or agency. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	U.S. and Territories Administered by U.S. (BCE) Real Property Related to an Active Installation	property cards, ledgers, vouchers and voucher registers with supporting records including a printout of report RCS: SAF-MII(A)7115, also machine listings of the annual real property transaction summary by voucher number and of the real property voucher transaction summary by facility number relating to an installation that is to be transferred between commands or to antoher federal agency	will be retained at the designated recordkeeping installation	The accountable installation or MAJCOM will destroy 50 years after base inactivation if no claim is filed, or 50 years after settlement of claim, whichever is applicable. AUTH: N1-AFU-87-17 See Note Number: 52, 212, 213, 214
5.01	U.S. and Territories Administered by U.S. (BCE) Real Property Map and Record Drawing	maps and records	at the accountable installaiton or MAJCOM	The accountable installation or MAJCOM will transfer to appropriate recipient or the major recipient of the property. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214

Table 32-15

ENGINEER QUALIFICATION RECORDS AND PROJECT CONTROL FILES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Qualification Files	qualification files	brochures, pamphlets, assembled plans, drawings, work samples, correspondence, and other data reflecting on work required	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Form Reports	form reports	Air Force experience questionnaires, performance reports, and related records	Destroy on dissolution of the firm or when Air Force is relieved of accountability for the installation, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Engineer Project Control Files	plans, drawings, design data, specifications, construction justification, budget data, cost estimates, and related correspondence and forms such as MILCON line item data and USAF construction program	used for monitoring and/or reporting on the development of new engineering and construction design principles, standards, and criteria; and preparation and/or validation of installation concepts and requirements for weapons systems and special projects	Disposition Pending... AUTH: Pending
4.00	Engineer Project Control Files	Informational Background Data, Work Papers, etc.	used for monitoring and/or reporting on the development of new engineering and construction design principles, standards, and criteria, preparation and/or validation of installation concepts and requirements for weapons systsems and special projects	Destroy when no longer needed or 1 year after project authorization and funding approval and/or project cancellation or termination, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Report of Architect-Engineer (A-E) Contract Awards	Report of Architect-Engineer (A-E) Contract Awards	forms which list the A-E contracts awarded and the amounts paid and are used to determine which firms should be awarded A-E contracts	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-16

CIVIL ENGINEER DESIGN DATA

R	A	B	C	D

U L E	If the records are or pertain to	consisting of	which are	then
1.00	Design Plans and Policy	reports, studies, plans, drawings, and other related data used to develop and/or monitor A-E design policies, criteria, and standards for planning and development of construction, repairs, alterations, utilities, and other facilities and services	at HQ USAF	Disposition Pending... AUTH: Unscheduled
2.00	Design Plans and Policy	reports, studies, plans, drawings, and other related data used to develop and/or monitor A-E design policies, criteria, and standards for planning and development of construction, repairs, alterations, utilities, and other facilities and services	at MAJCOMs and below	Destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Design and Construction Deficiency Reports	reports, related correspondence, and other pertinent data	at HQ USAF/ MAJCOMs/major subordinate commands	Destroy when deficiency is corrected and existing criteria, definitive drawings, and outline specifications are revised. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Design and Construction Deficiency Reports	reports, related correspondence, and other pertinent data	at bases/stations	Destroy when all legal, accounting and contract requirements are met or 2 years after correction of deficiency, whichever is later. (Also see table 21-4) AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Maps, Plans, Drawings, and Photographs, Drawings on 105mm Film, Design Calculations, Service Contract Records	maps, plans, drawings and photographs; drawings on 105mm film; mechanical, electrical, structural, civil calculations ; service contract records	copies of all layout maps, plans, drawings, and photographs of an installation and its installed property (these records are maintained in addition to the master planning records in Table 32-17); negatives of definitive designs and of air base master plans; for major construction or rehabilitation; statements of work, AFSCAG formats, and related records	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Maps, Plans,	copies of all layout maps,	at bases/stations until Air Force	Disposition

	Drawings, and Photographs	plans, drawings, and photographs of an installation and its installed property (these records are maintained in addition to the master planning records in Table 32-17)	is relieved of accountability for the installation	Pending... AUTH: Unscheduled
7.00	Maps, Plans, Drawings, and Photographs When Recapture Rights Are Not Retained by Air Force	copies of all layout maps, plans, drawings, and photographs of an installation and its installed property (these records are maintained in addition to the master planning records in Table 32-17)	not retained by Air Force	Transfer the related maps, copies of plans, drawings, and photographs to the individual or agency accepting accountability for the property. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 407
8.00	Civil Engineer Specifications	copies of specifications	used in master planning, construction, maintenance, repairs, and for inspections of work	Disposition Pending... AUTH: Unscheduled
10.00	Exceptions to Criteria for Morale, Welfare, and Recreation (MWR) Facilities	waivers to standards of accommodations for MWR facilities	at HQ USAF/ MAJCOMs/major subordinate commands	Destroy after 5 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Exceptions to Criteria for MWR	exceptions to criteria to MWR	at bases/stations	Destroy on inactivation of the installation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-17

AIR BASE PLANNING RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Comprehensive Plans and Supporting Data	plans of present or planned installations, attendant charts, drawings, and photographs	at HQ USAF/ MAJCOMs/major subordinate commands	Destroy plan when revised in its entirety and/or when AF is relieved of accountability for installation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 408
2.00	Comprehensive Plans	comprehensive plans	at bases/stations	Destoy plan when revised in its entirety; and destroy after 75 years when AF is relieved of accountabiity for installation.

				AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Comprehensive Plans and Supporting Data /Changes	changes to and revisions of plans ; comprehensive plans and supporting data	are disapproved; correspondence, studies, reports, and related supporting data that reflect on the characteristics of an installation	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 211, 212, 213, 214

Table 32-18

USAF MILITARY CONSTRUCTION PROGRAM STATUS REPORTS AND CONSTRUCTION PROJECT FILES

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Status Reports	status reports	form reports on progress of design and construction projects	Destroy when superseded by updated report. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Status Reports	form reports on completion of he projects in Rule 1	at MAJCOMs and below	Place in facility folder; see table 32-6 for disposition. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.01	Status Reports	form reports on completion of the projects in Rule 1	at HQ USAF	Destroy after 1 year or when no longer needed, whichever, is sooner. AUTH: N1-AFU-90-3
3.00	Status Reports	status reports	source, feeder, or background data	Destroy when no longer needed or after 1 year, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Construction Project Control Files	site plans and feasibility studies; charts; maps; preliminary, interim, and final drawings; photographs; cost estimates; construction and funding authorizations; reports of inspections, progress, and of status; construction transfer, and final acceptance records, with correspondence	approved and funded but cancelled before the start of or before completion of the construction authorized	Destroy 5 years after cancellation of construction project. AUTH: N1-AFU-90-3
5.00	Construction Project Control Files	construction project control files	completed construction project	Retain for 5 years after financial completion of project or settlement of claims whichever is later; then retire to Federal Records Center for an additional 50 years; then destroy. AUTH: Unscheduled

				See Note Number: 212, 213, 214, 409
6.00	Line Item Project Files for Construction Surveillance	line item project files for construction surveillance	maintained by Air Force regional and base civil engineer and other offices	Destroy 3 years after fiscal completion. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Feeder Reports	feeder reports	messages and transitory narrative reports of work stoppages, other labor situations, equipment and material deficiencies, other data serving for background information and control	Destroy 1 year after final acceptance of the construction, inactivation of installation or facility, or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Manufacturers' Catalogs, Instructions and Parts Lists	instructions and parts lists	manufacturers' catalogs, trouble-shooting instructions, maintenance instructions, parts lists, and other related papers	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-19

HOUSING RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Wherry Act Housing	mortgage, mortgage note, agreement for acquisition, purchase agreement, title insurance policy, related legal records and papers	construction closing file and acquisition file	Destroy 20 years after Air Force is relieved of accountability of the housing units. AUTH: N1-AFU-91-38 See Note Number: 212, 213, 214, 410
2.00	Capehart Act Housing	FHA commitment, housing contract, lease, mortgage, mortgage note, title insurance policy, related legal documents and papers	initial, interim, and final closing files	Destroy 20 years after Air Force is relieved of accountability of the housing units. AUTH: N1-AFU-91-38 See Note Number: 212, 213, 214, 410
3.00	Status Records	surveys and reports of existing family housing reports of inadequate housing, photographs, drawings, and correspondence	at HQ USAF/MAJCOMs/major subordinate commands and at bases/stations	Destroy after 5 years, upon completion of comparable survey, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Air Force	Air Force inventory and	form reports of inventory and	Destroy after 1

	Inventory and Utilization of Military Family Housing Units	utilization of military family housing units	occupancy of military-owned and -controlled family housing units, statements of facilities and assignments, and related papers	year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Family Housing Survey and Programming	family housing survey and programming	questionnaires on family housing, tabulation of family housing survey, determination of bachelor and family housing requirements, project composition and military construction line item data	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Rental Records	applications for quarters, contracts, leases, and supporting records	relating to rental of living quarters in rental housing	Destroy 1 year after termination of Air Force occupancy, provided no claims actions are pending. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.01	Rental Records at Site of Leased Property	rental records	at site of leased property	Destroy 6 months after termination of AF occupancy, provided no claims actions are pending. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Essential Civilian Family Housing Records	essential civilian family housing records	approved applications for and certificate of employee eligibility forms and related correspondence	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Forms or Certificate of Need	related certificate registers	retained in certifying office until program is discontinued	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Unaccompanied Personnel Housing (UPH)	Unaccompanied Personnel Housing (UPH)	questionnaires on UPH determination of bachelor housing requirements	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-20

FAMILY HOUSING CONSTRUCTION RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Air Force Housing Construction and Funding Records and Final Reports	Air Force housing construction and funding records; executed on completion of	invitations to bid, FHA-appraised statements, A-E contracts, contract specifications, change orders, reports of inspection, and related data which document the	Destroy 20 years after Air Force is relieved of accountability of the housing

		construction	construction of housing projects administered by Air Force; at HQ USAF and bases/stations	units. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Air Force Housing Construction Sketches and Preliminary Plans	plans	Air Force housing construction sketches and preliminary plans	Destroy on Air Force acceptance of the completed construction. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Air Force Housing Construction , Manufacturers' Catalogs, Trouble Shooting/Maintenance Instructions	Air Force housing constructuion original tracings, blueprints and final plans ("as built" and "as now" plans and drawings); parts lists and related papers	at HQ USAF/MAJCOM/major subordinate commands; not duplicates of other records on file	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 477
5.00	Air Force Housing Construction Original Tracings, Blueprints, and Final Plans at Bases/Stations	original tracings, blueprints, and final plans ("as built" and "as now" plans and drawings)	at bases/stations	Transfer to new owner when accountability changes or destroy when building is demolished. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Air Force Housing Construction Monthly Reports in Progress	Air Force Housing Construction Monthly Reports	in progress	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Air Force Housing Construction Monthly Progress Report at MAJCOMs and Major Subordinate Commands	Air Force Housing Construction Monthly Progess Reports	at MAJCOMs and major subordinate commands	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-21

ON/OFF-BASE HOUSING RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Off-Base Housing Referral Service	family housing information, detailed sale/rental listing, off-base housing applications, notification of housing	at housing referral offices	Destroy 1 year after applicant has been placed, landlord ceases to list with

		selection, landlord/tenant complaint, and related correspondence		base referral office, or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Off-Base Housing Referral Reports at Other Than HQ USAF	off-base housing referral reports	at other than HQ USAF	Destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Off-Base Housing Referral Reports	off-base housing referal reports	at HQ USAF; at HQ USAF Other Than HQ USAF/JACL	Destroy when 10 years old. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Equal Opportunity in Off-Base Housing Unsubstantiated and Retained at Other Than HQ USAF	housing discrimination complaints, case files, reports of investigation, and related correspondence	at other than HQ USAF	Destroy 2 years after end of year in which case is closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Off-base Housing Referral Reports Substantiated and Retained at Other Than HQ USAF	off-base hosuing referral reports, substantiated and retained	at other that HQ USAF	Destroy 2 years after restrictive sanctions are removed or other related actions are closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Off-Base Housing Referral Reports at HQ USAF/JACL	off-base housing referral reports	at HQ USAF/JACL	Disposition per Table 51-1, Rules 15 through 18, as applicable. AUTH: N1-AFU-90-3
8.00	Base Housing Management	base housing management	housing requests, quarters condition inspection reports, assignment orders, and related records	Destroy 1 year after termination of quarters occupancy and final inspection of quarters. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Base Housing Management Advance Applications	advance applications for assignment to military family housing	held by losing activity as proof of mailing	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Base Housing Management Excess Family Housing List	housing list	base housing management excess family housing list	Destroy when obsolete or superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	UPH at Other Than HQ USAF	utilization/ occupancy reports and related records such as registration forms	at other than HQ USAF	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	UPH at HQ USAF	UPH	at HQ USAF	Destroy when 12 years old. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214
13.00	UPH at bases	request for basic allowance for quarters (BAQ), quarters assignment, statements issued to personnel authorized to reside off-base, commander's notice to terminate quarters, etc.	at bases	Destroy when superseded or upon PCS from base. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Family/Bachelor/ Transient Housing, Housing Referral or Equal Opportunity in Off-Base Housing	basic policies, procedures, policy waivers, etc.	at HQ USAF and MAJCOMs	Destroy when 20 years old. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Temporary Lodging Allowance (TLA) Entitlements	request for TLA and supporting documents such as TLA worksheets, TLA expense, initial TLA authorization and continuation request/approval	at base-level housing and/or billeting offices	Destroy 1 year after termination of special allowance. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Temporary Lodging Allowance (TLA) Entitlements with Discrepancies	request for TLA and supporting documents such as TLA worksheets, TLA expense, initial TLA authorization and continuation request/approval	at base-level housing and/or billeting offices	Destroy 6 months after discrepancies are cleared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-22

(RESERVED)

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
No rules exist for this table.				

Table 32-23

(RESERVED)

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
No rules exist for this table.				

Table 32-24

UTILITY SYSTEMS AND SERVICES

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Utilities Conservation,	correspondence, reports, surveys, poster designs,	at bases/stations and MAJCOMs; used in	Destroy when obsolete or no

	Energy Management and Control Systems (EMCS), Electrical Utility Distribution Systems Operations	informational media, and related data; plans to connect facilities to the system to ; electrical utility distribution systems operations	programming initial installation, changes and expansions; reports, studies, related electrical utility systems operations records and drawings	longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Utilities Systems Operation, Meter Readings and Invoices. Swimming Pool Operation	fuel consumption reports, service economy reports, utility systems operating logs, fuel analysis reports, flow charts, temperature reports, wind velocity readings, and related data; readings and invoices; sale of readings and invoices; swimming pool operation	at major subordinate commands and above; purchased utility services meter readings and invoices; sale of utility services meter readings and invoices; logs and related papers	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Heating Plants Daily Operating Log	heating plants daily operating log	at bases/stations	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Heating Plant Monthly Operations Logs	operations logs	heating plant monthly operations logs	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Corrosion Control	corrosion control	records on corrosion damage control, problem areas, tests, surveys, cathodic protection system operations logs, remedial actions and related matters; cathodic protection and industrial water treatment operating logs, leak records, annual surveys and programming documents for projects justified in whole or part by corrosion damage or scale build-up	Destroy when superseded, equipment is removed from accountability, or when useful life of facility has terminated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Purchased Utility Services	purchased utility services	data maintained in the purchased utility management brochures	Destroy 2 years after you no longer purchase utility services from the supplier or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Sale of Utility Services	sale of utility sevices	sales contract, agreement and rates exhibits	Destroy 2 years after you no longer sale utility services to the customer. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Facility Ground or Lightning	documentation of periodic building inspection and	retained at the base civil engineer office for each	Destroy when no longer needed, but

	Protection Systems	tests	applicable building	no sooner than six inspection or test cycles for facilities still in use. AUTH: N1-AFU-00-6 See Note Number: 212, 213, 214

Table 32-25

ELECTRICAL POWER GENERATING PLANTS (PRIME AND EMERGENCY)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Original Operating Logs	forms, such as emergency generator operating log (inspection testing), daily power plant operating log (diesel-electrical), other special logs, and related data	original logs covering the first year of operation	Destroy when power plant is removed from Air Force inventory. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Copies of Operating Logs, Logs Covering All Subsequent Years Operation	operating logs; logs	copies of logs in Rule 1; covering all subsequent years operation	Destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 477
4.00	Historical Records	forms, such as historical record - diesel-electric generator and system, with power plant log books and graphs (performance curves), etc.	a chronologies of power plant maintenance and servicing operations	Keep with the engine-generator set; destroy when the unit is declared unserviceable and salvaged. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Emergency Generator Inventory	inventory listing numbers, sizes ,and capacities	at bases/stations	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-26

SANITATION AND CUSTODIAL SERVICES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Janitorial and Custodial Services, Contract Service or Consultant Records	janitorial and custodia services; contract service or consultant records	reports of cost, manning, and scope of services provided with justifications for contract services and related correspondence, excluding procurement contract files; at HQ Air Force Civil Engineer Support Agency (AFCESA) and below	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

3.00	Garbage Recycling and Refuse Collection Services	garbage recycling and refuse collection services	reports of cost, manning, daily workload logs, and contractual service records; records relating to services performed by base personnel, contractual services and correspondence relating to above, excluding procurement contract files	Destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Garbage Recycling and Refuse Collection Services Records Relating to Services Performed by Base Personnel	garbage recycling and refuse collection services records relating to services performed by base personnel	at MAJCOMs and below	Destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 480
5.00	Garbage Recycling and Refuse Collection Services Records Relating to Contractual Services Performed	garbage recycling and refuse collection services records	relating to contractual services performed	Disposition Pending... AUTH: Unscheduled See Note Number: 480

Table 32-27

TABLE DELETED--RETAIN RECORDS USING TABLE 32-6

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
No rules exist for this table.				

Table 32-28

USAF FOREST MANAGEMENT PROGRAM RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Program Planning, Individual Record Unit Folder	plans, policies, and related papers; plans, policies, and related papers; work photos, tally sheets, maps, special notes or instructions, prescription reports and certified copies, record unit and submit, summary sheets, and other related papers	at HQ USAF/MAJCOMs; at base levels; at base level	Destroy when superseded or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Reporting Requirements	reporting requuirements ; reports of receipts and expenses from production and harvesting of lumber or timber products; forest management record-unit prescription reports used to schedule work programs; reporting requirements prescription reports	at MAJCOMs and below; at HQ USAF; at HQ USAF/ MAJCOMs; at base level	Destroy when superseded, obsolete, or after 2 years, whichever is applicable. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-29

AIRFIELD AND ROAD PAVEMENT MARKING RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Pavement Marking on the Airfield at MAJCOMs	airfield marking program-daily activities log, airfield marking program project summary, airfield marking cost summary, material (paint and reflective glass beads), lab reports, contractor submittals and material samples	ay MAJCOMs	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Pavement Marking on the Airfield at Bases/Stations (Installations)	pavement marking on the airfield	at bases/stations (installations)	Destroy after 2 years. Subsequent marking contract is executed and accepted by the contracting officer. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-30

AIRFIELD AND BASE SNOW REMOVAL AND ICE CONTROL

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Program Data	annual snow removal plan, charts, and maps	at MAJCOMs and below	Destroy when superseded or updated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Operations Control Data	weather reports, status and maintenance of equipment, log of operations, and other related data	at bases	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Personnel Data	personnel data	orders, instructions, training schedules, on-the-job qualifications, and related data	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-31

MANAGEMENT AND CONSERVATION OF LAND

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Land Management Maintenance at HQ USAF/MAJCOMs	plans, authorizations, procurement of supplies, services, labor construction maintenance, and related correspondence concerning environmental protection policies	at HQ USAF/MAJCOMs	Destroy when superseded or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Land Management Maintenance at HQ USAF/MAJCOMs and Base Level	policies pertaining to Rule 1	at HQ USAF/MAJCOMs and base level	Retire as permanent. AUTH: NN-173-316 See Note Number: 6

Table 32-32

BUILT-UP ROOF MANAGEMENT PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Built-Up Roof Management	built-up roof list and roof inspection priority list	for facilities with built-up roofs and order of inspection	Destroy when superseded by updated list. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Built-Up Roof Construction Summary Forms and Drawings	roof summary form and unmarked roof plan drawing	summaries of roof construction on a facility	Destroy when superseded by updated form and roof plan, or destroy when facility is demolished and dropped from real property account. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Roof Inspection Rating Sheet Forms	roof inspection rating sheet forms	roof inspection and rating worksheet forms (with marked-up roof plan drawings), job orders, work orders and contract data such as specifications, all submittals (performance agreement, quality control records, as-built roof summaries, manufacturers certification), laboratory reports of roof sample testing, and contract management inspection records	Destroy when the existing roof system is removed and replaced, or destroy when facility is demolished and dropped from real property account. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-33				
PEST MANAGEMENT SERVICES				
RULE	**A**	**B**	**C**	**D**
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Pest Management Services/Personnel Qualification List	pest management services; pest management personnel qualification list	pest management plans, annual pest management program reviews, reports of on-site visits, staff assistance visit reports, aerial spray environmental impact statements, and validation survey reports; listings of personnel qualified and certified to perform pest management operations and correspondence	Destroy when superseded or on inactivation of the installation, whichever is sooner. AUTH: N1-AFU-88-24 See Note Number: 212, 213, 214
3.00	Records of Pest Management Maintenance	records of pest management maintenance, historical treatment, and termite and wood decay inspections	at bases/stations	Destroy 2 years after building is disposed of or base is inactivated and dropped from real property accounts. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Pest Management Contracts/Statements of Work/Letters/Service Records	contracts, contract statements of work, MAJCOM approval letters, contract service records, and contract-related records	at MAJCOMs and below	Destroy 1 year after termination of contract or expiration of warranty, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Individual's Technician Certificate of Competency	certificates	individual's technician certificate of competency	Destroy old certificate upon recertification or when individual is no longer certified or leaves the Air Force. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Pest Control Summary Report Detail/Error Listing	monthly/quarterly pest control summary report detail/error listing	at bases/stations	Destroy after 30 days or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Pest Control Summary Report	report	pest control summary report	Destroy after 2 years.

				AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Detail Cards and Correction Cards	transcripts for pest reports	detail cards and correction cards	Destroy after all processing is completed or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Pest Control Summary Report (cumulative listing) at MAJCOMs and Below	pest control summary report (cumulative listing)	at MAJCOMs and below	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Pest Control Summary Report (cumulative listing) at AFCESA	pest control summary report (cumulative listing)	at AFCESA	Destroy after 50 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Approval Letters for Nonstandard Pesticides and Equipment	approval letters for nonstandard pesticides and equipment	at MAJCOMs and below	Destroy when the pesticides and equipment are no longer used or are not in possession of the installation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-34

REFRIGERATION, AIR CONDITIONING, EVAPORATIVE COOLING AND MECHANICAL SYSTEMS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	System Balance and Test Data, Chlorofluorocarbon (CFC) Refrigerant and Equipment Inventories	forms of system performance data used to promote efficient operation; equipment, condition, status, amount, and type of refrigerant	at bases/stations	Destroy when superseded or when systems are deleted from real property account. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Operation Logs	forms of operating data on air-conditioning equipment used to predict system maintenance requirements	at bases/stations	Destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214
3.00	Air-Conditioning Equipment Trouble Analysis	forms of data used to determine cause of malfunctioning equipment	at bases/stations	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-35

FIRE PROTECTION

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Fire Department Training	individual certification performance test records	at fire department	Destroy when individual is certified at next higher level. AUTH: N1-AFU-96-12 See Note Number: 212, 213, 214
2.00	Pre-Fire plans	pre-fire plans	AF Form 1028, facility pre-fire plan	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Fire Pump Service Test	fire pump service test	AF Form 1078, fire truck and equipment test and inspection record	Destroy after 5 years. AUTH: N1-AFU-96-12 See Note Number: 212, 213, 214
4.00	Fire Protection Equipment	fire protection equipment	AF Form 1071, inspection maintenance record	Destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Fire Protection Inspections and Tests	fire protection inspections and tests	AF Form 218, facility fire prevention protection record	Destroy 1 year after reporting year, or when superseded by follow-up report (provided all spaces thereon are filled) whichever is applicable. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Fire Incidents	AF Form 1487, fire prevention visit report	in fire prevention section	Destroy when hazard or deficiency is corrected or 2 years after reporting year, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Fire Record Journal	journals	fire record journal	Destroy 2 years after date of last entry. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Daily Fire Logs, Fire Protection Statistical Summary at MAJCOMs and Below	comparable fire activities data ; records of statistical recapitulations of the total annual fire loss experience	hard copy or electronic record; at MAJCOMs and below	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

9.00	Source or Feeder-Type Reports	reports	source or feeder-type reports	Destroy after 1 year or when purpose is served, whichever is sooner. See Note Number: 66, 212, 213, 214
10.00	Voice Recorder Tapes	voice recorder tapes	at fire department	Erase after 24 hours use. AUTH: N1-AFU-96-12 See Note Number: 66, 212, 213, 214
10.01	Voice Recorder Tapes Involved in Incident Reports	voice recorder tapes involved in incident reports	part of investigation, or legal action	Erase when legal action is settled. AUTH: N1-AFU-96-12 See Note Number: 212, 213, 214
11.00	Fire Protection Statistical Summary at AFCESA	records of statistical recapitulations of the total annual fire loss experience	at AFCESA	Retire a master copy of the annual statistical summary as permanent. AUTH: NC1-AFU-84-14 See Note Number: 13
13.00	Fire Protection Statistical Summary Feeder Reports	fire protection statistical summary feeder reports	the annual statistical summary	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.01	Fire Protection Statistical Summary Activity Report	activity report	fire protection statistical summary activity report	Destroy 2 years after reporting year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Fire Incident and Rescue Reports	individual and consolidated reports and related data	hard copy records	Destroy 2 fiscal years after reporting year. AUTH: N1-AFU-90-3 See Note Number: 66, 212, 213, 214
15.00	Reciprocal Agreements	reciprocal agreements	mutual aid and joint-use civil airport operations agreements	Destroy when superseded or terminated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Welding, Cutting, and Brazing Permits	AF Form 592, USAF Welding, Cutting, and Brazing Permit	at fire departments	Destroy 30 days after completion of the project/contract with which the work is associated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 412
17.00	Water Flow Test Records	AF Form 1027, Water Flow Test Record, and related records	technical services or fire inspection section, base fire departments	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-36

PRIME BEEF (PB-PRIME BASE ENGINEER FORCE) RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**

1.00	Posturing (Planning), Manpower	manning requirements (MAJCOM and base) with related correspondence ; recommended, approved or disapproved conversions, and upgrade/downgrade actions	at AFCESA and below; at MAJCOM and below	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Deployment	volunteer requests, requests for assistance, deployment instructions and reports for both MAJCOM- and USAF-directed deployments	at AFCESA and below	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Contingency/ OPLANs	contingency/OPLANs	plans with related background material	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Mobility Folders	individual team member certificates and records	at MAJCOMs and below	Destroy upon transfer of member. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Reports, Inspection Reports and Results	training reports, plans, objectives, results, and recommendations; reports	at AFCESA and below; inspection reports and results	Destroy after 2 years or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Reports Covering Major Catastrophes and Wartime Mission Supports	reports covering majopr catastrophes and wartime mission supports	at AFCESA and below	Retire as permanent. AUTH: N1-AFU-90-3 See Note Number: 6
12.00	SORTS	SORTS	at HQ USAF and AFCESA; at MAJCOMS and below	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-37

CIVIL ENGINEERING RED HORSE PROGRAM RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Programming Records	records that reflect the development, formulation, and issuance of policies, procedures, and the exercises of managerial	at HQ USAF	Retire as permanent. AUTH: NC1-AFU-

		control of RED HORSE programs		76-36 See Note Number: 11
2.00	Plans	contingency/ operations and AMC affiliation plans with related background material	at bases	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 100, 212, 213, 214
3.00	Deployment and Project Files at MAJCOMs	estimates, MILCON project data, work directives, project approval and funding information, work orders, engineering drawings, diagrams, specifications, and any pertinent data such as feeder reports (messages and transitory narrative reports of work stoppages, other labor situations, equipment and materiel deficiencies, and other data used for background information and control)	at MAJCOMs	Destroy 3 years after completion of project. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Deployment and Project Files at Bases	estimates, MILCON project data, work directives, project approval and funding information, work orders, engineering drawings, diagrams, specifications, and any pertinent data such as feeder reports (messages and transitory narrative reports of work stoppages, other labor situations, equipment and materiel deficiencies, and other data used for background information and control)	at bases	Disposition Pending... AUTH: Unscheduled
5.00	Deployment and Project Files on Projects That Have Been Disapproved	estimates, MILCON project data, work directives, project approval and funding information, work orders, engineering drawings, diagrams, specifications, and any pertinent data such as feeder reports (messages and transitory narrative reports of work stoppages, other labor situations, equipment and materiel deficiencies, and other data used for background information and control)	disapproved	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Deployment and Project Files at RED HORSE Squadrons	estimates, MILCON project data, work directives, project approval and funding information, work orders, engineering drawings, diagrams, specifications, and any pertinent data such as feeder reports (messages and transitory narrative reports of work stoppages, other labor situations, equipment and materiel deficiencies, and other data used for background information and control)	RED HORSE Squadrons	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 413
7.00	Reports SORTS		at AFCESA and below	destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Reports at RED HORSE Squadrons	squadron activity reports		destroy after 2 years or when no longer needed, whichever is sooner.

				AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Reports at Bases	vehicle status reports with information on vehicle location, losses and gains; personnel and TDY manning reports	at bases	Destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-38

NATURAL RESOURCES (CONSERVATION)

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Fish and Wildlife Conservation	plans, agreements, reports, photographs, and correspondence	pertaining to the conservation and development of fish and wildlife resources on Air Force installations	Destroy when superseded or on inactivation of the installation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Fish and Wildlife Conservation Minutes of Conservation Committee	fish and wildlife conservation minutes	from the conservation committee	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Reports of Soil and Water Feeder Reports at HQ USAF	land management conservation program, supporting papers, and correspondence relating thereto	at HQ USAF	Destroy on consolidation or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Reports of Soil and Water Consolidated Reports	reports	reports of soil and water consolidated	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Reports of Soil and Water at MAJCOMs and Below	reports of soil and water	at MAJCOMs and below	Destroy when superseded or after 1 year, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Forest Management Conservation	program plans, policies, budgeting authorizations,	forest management conservation	Disposition Pending...

		reports, procurement of supplies, services, labor, construction, and maintenance		AUTH: Unscheduled

Table 32-39

DISASTER PREPAREDNESS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
3.00	Accidents Involving NBC Materials or Components and Other Accidents at HQ USAF	USAF accident reports with pertinent attachments, records, and related papers used in reporting accidents under AFI 32-4001, Disaster Preparedness Planning and Operations	at HQ USAF	Destroy after 30 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Disaster Preparedness	INCLUDING: Reports of Soil and Water at Field Activities Providing Assistance Reports of Soil and Water Information Copies Unit Training Exercises Natural Disasters at Field Activities Providing Assistance Equipment at MAJCOMs and Below Protective Shelters Marking, Stocking, and Inspecting Protective Shelters Collective Protection and Contamination Control Areas Disaster Support Group and Disaster Response Force Military Assistance to Civil Authorities (MACA) Concepts, Policy, and Guidance on Disaster Preparedness Planning and Operations Plans Established to Supplement the Parent Command Document Support Plans at MAJCOMs and Below Planning Board or Staff Meeting Listing of Personnel Who Have Taken Specialized Disaster Preparedness Training Courses Individual Training Records individual training records; training courses; minutes of meetings, correspondence, messages, and related records pertaining to the status of overall base effectiveness in disaster preparedness; records similar to those described in Rules 28 and 29, developed in support of or received from subordinate echelons, lateral commands, and other defense agencies for monitoring purposes and/or for coordination of planned operations; details local area policies and concepts	completely filled in; disaster preparedness training courses; at MAJCOMs and below; at MAJCOMs and below; plans established to supplement the parent command document; including OPLANs or other planning directives and associated reports; at AFNSEP (HQ ACC), MAJCOMs and below; at MAJCOMs and below; at MAJCOM and below; pertaining to protective shelters marking, stocking and inspecting; at field activities providing assistance; used in evaluating a unit's capabilities as demonstrated during a training exercise; information copies; at field activities providing assistance	Destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		necessary for response in emergencies or disasters; concepts, policies and guidance on disaster preparedness planning and operations; reports, correspondence, messages, and other records pertaining to MACA and related programs; correspondence, messages and related records; correspondence, messages, and related records pertaining to protective shelters collective protection and contamination control areas; correspondence, messages, and related records; correspondence, research and development evaluations, procurement, utilization, and other informational data; natural disasters; reports and other data; USAF accident reports with pertinent attachments, records, and related papers used in reporting accidents under AFI 32-4001, Disaster Preparedness Planning and Operations; USAF accident reports with pertinent attachments, records, and related papers used in reporting accidents under AFI 32-4001, Disaster Preparedness Planning and Operations		
7.00	Training, Assistance Agreements, Review/Reference Copies	unit training excercises; formal agreements to which two or more agencies are signatories; of Rules 28, 29, and 30; training outlines, lesson plans, methods, and test sheets	information copies; assistance agreements information or review copies; support plans reference copies; at MAJCOMs and below	Destroy when superseded or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Natural Disasters at AFNSEP, HQ ACC	reports, messages, and other data describing situation accomplishments and results, loss of personnel, equipment, material, aircraft, and related cost expenditure data	at the Air Force National Security Emergency Preparedness Division, HQ Air Combat Command	Destroy after 5 years or no longer needed, whichever is sooner. AUTH: N1-AFU-91-36 See Note Number: 212, 213, 214
10.00	Natural Disasters Information Copies, Civil Disorders Information Copies	natural disater; civil disorders	information copies; information copies	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Civil Disorders at MAJCOMs and Subordinate Commands Providing	reports, messages, and other data	at MAJCOMs and subordinate commands providing assistance	Destroy after 2 years or on inactivation of the activity,

	Assistance			whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Inspection Records for RADIAC Equipment	inspection records	for RADIAC equipment	Destroy 24 months after date of last entry if no other current data is on the form. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Protective Shelters Surveys, Protective Shelters Logs and Control Data, Assistance Agreements at Originating Agencies	protective shelters surveys; reports, correspondence, and messages pertaining to operations at shelters, to include fallout time history charts, explosive control data and shelter activity logs ; formal agreements to which two or more agencies are signatories	at installation disaster preparedness and BCE offices; at installation civil engineer offices; at originating agencies	Destroy when superseded or unit/installation is inactivated, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.00	NBC Transactions Not Covered Elsewhere in this Table	correspondence, messages, and other records relating to matters not affecting administration or policy	at MAJCOMs and below	Destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
36.01	Training Records on Individuals Removed from Specialized Teams But Remaining on Station		inactive forms forwarded to disaster preparedness officer/NCO or training NCO	destroy when individual separates from station. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
37.00	Training Records on Individuals Transferred to Another Base Removed from Specialized	training records on individuals	transferred to another base removed from specialized	Send to gaining organization. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
38.00	Training Records on Individuals Discharged from Service	training records	on individuals discharged from service	Destroy immediately. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-40

AIR BASE OPERABILITY RECORDS				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Air Base Operability (ABO) Planning/Meetings/Exercises, Host Nation Support or Bilateral Agreements, Base Capability Acquisit	ABO master plan, ABO integration plan, policy, guidance, checklists, and related records; minutes of ABO program review, ABO requirements review, worldwide ABO working group meeting, general officer steering committee, and related records; formal agreements between base commander, USA if applicable, and host nation for providing air base ground defense (ABGD) support, memorandums of understanding with host nation for providing joint support, and related records; records related to planning, executing, analyzing, and evaluating ABO exercises/ demonstrations; plans which outline present status and future direction of ABO program	at HQ USAF and HQ AFMC; at HQ USAF; host nation support or bilateral agreements; at HQ USAF; at HQ USAF and below	Retire as permanent. AUTH: N1-AFU-90-8 See Note Number: 6
1.01	Air Base Operability (ABO) Planning, Meetings, Exercises, Program, Equipment, and Funding	ABO master plan, ABO integration plan, policy, guidance, checklists, and related records; minutes of ABO working group, ABO steering group, general officers executive committee, and related records; correspondence, messages, and related records; ABO exercises	at other MAJCOMs and below; ABO meetings minutes; ABO program, equipment and funding initiatives; at MAJCOMs and below	Destroy 2 years after superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-8 See Note Number: 212, 213, 214
2.01	ABO Meetings at MAJCOMs and Below, ABO and Survival Recovery Center (SRC)	minutes of ABO program review, ABO requirements review, worldwide ABO working group meeting, general officer steering committee, and related records; procedures for operating the SRC, checklists to implement operability measures, list of SC4 services, training allocations, and related records	at MAJCOMs and below; at installation air base survivability offices	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-8 See Note Number: 212, 213, 214

Table 32-41

HONORS AND AWARDS				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Natural Resources Conservation and Environmental Quality Awards	Secretary of Defense Natural Resources Conservation and Environmental Quality Awards and General Thomas D. White Natural Resources and Conservaton and Environmntal Awards consisting of reports,	approved at HQ USAF/LG	Destroy after 3 years or when no longer needed, whichever is

		photos, maps, and correspondence relating to award nominations		later. AUTH: N1-AFU-90-3 See Note Number: 140, 212, 213, 214, 477
2.00	Natural Resources Conservation and Environmental Quality Awards	Secretary of Defense Natural Resources Conservation and Environmental Quality Awards and General Thomas D. White Natural Resources and Conservaton and Environmntal Awards consisting of reports, photos, maps, and correspondence relating to award nominations reports, photos, maps, and correspondence relating to award nominations; Secretary of Defense Natural Resources Conservation and Environmental Quality Awards and General Thomas D. White Natural Resources and Conservaton and Environmntal Awards consisting of reports, photos, maps, and correspondence relating to award nominations consisting of reports, photos, maps, and correspondence relating to award nominations	approved at installations receiving award; disapproved at installations receiving award	Destroy on submission of next annual entry or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 140, 212, 213, 214, 477
3.00	Civil Engineering (CE) Awards Program	case files of annual submissions in Air Force CE units and flight awards, individual awards, design and construction awards, and outside agency awards and comparable programs	approved awards	Destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 140, 212, 213, 214

Table 32-42

HOUSING MANAGEMENT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Furniture or Appliances	furniture or appliances	jacket files, including request for issue or turn-in, temporary issue receipt, certificate of inventory, and related correspondence used to control the issue, exchange, and/or turn in of furnishings or appliances provided for tenants of economy or government quarters	Destroy when new control records are prepared for subsequent occupants, or when furniture or appliances are disposed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 414
2.00	Quarters Control	quarters control	locator card forms used to control tenancy assignments and quarters vacancies	Destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 32-43

PRIME RIBS (PR-PRIME READINESS IN BASE SERVICES) RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Posturing (Planning)	manning requirements (MAJCOM and base) with related correspondence	HQ USAF and below	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Manpower, Readiness Committee Meetings, Management Evaluation Inspection, Mobility Status Reports Condition Reports	recommended, approved, or disapproved conversions, and upgrade/downgrade actions; minutes of meetings; operation readiness inspection (ORI) inspection reports and results; mobility status reports(PR Team)	HQ USAF and below; HQ USAF and below; HQ USAF and below; condition reports	Destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Deployment	volunteer requests, requests for assistance, deployment instructions, and reports for both MAJCOM- and USAF-directed deployments	HQ USAF and below	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Contingency/ OPLANs	plans with related background material	HQ USAF and below	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Reports	training reports, plans, objectives, results, and recommendations	HQ USAF and below	Destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 33-1

C4 SYSTEMS POLICY AND GUIDANCE

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	C4 Policy Development Strategic Automated Information System (AIS) and C4 Systems Plans	publications and documentation used in preparation of C4 systems policy; plans and documentation used in the preparation and distribution of the plan	at HQ USAF and MAJCOMs; at HQ USAF and MAJCOMs	Retire as permanent 2 years after superseded. AUTH: N1-AFU-

				95-2 See Note Number: 1, 35, 214
2.00	C4 Policy Development Not Applicable Air Force-wide or MAJCOM-wide	C4 policy development	not applicable Air Force-wide or MAJCOM-wide	Destroy 7 years after superseded. AUTH: N1-AFU-95-2 See Note Number: 212, 213, 214
4.00	Reviews of Operational C4 Systems	documentation used to prepare for and perform C4 systems reviews, review decisions, and taskings	at HQ USAF, MAJCOMs and systems management offices	Destroy 2 years after system is no longer used. AUTH: N1-AFU-95-2 See Note Number: 1, 212, 213, 214

Table 33-2

C4I CAPABILITIES PLANNING

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	C4I Capabilities Planning at HQ USAF	publications and documentation used in the preparation and distribution of planning guidance and technical reference codes	at HQ USAF	Retire as permanent 2 years after superseded. AUTH: N1-AFU-88-26 See Note Number: 6, 214
2.00	C4I Capabilities Planning, C4I Plans, and Blueprints	C4I Capabilities Planning; plans and documentation used in the development of C4I architectures; documentation used in the preparation and distribution of plans and blueprints	at MAJCOMs and bases; at HQ USAF and base level; at servicing AFMC Engineering-Installation (EI) activities	Destroy 1 year after superseded. AUTH: N1-AFU-88-26 See Note Number: 212, 213, 214
4.00	MAJCOM C4I Plans at MAJCOM , Base C4I Plans and Blueprints at the Host Base	MAJCOM C4I plans; documentation used in the preparation and distribution of plans and blueprints	at MAJCOM; at the host base	Retire as permanent 3 years after superseded. AUTH: N1-AFU-88-26 See Note Number: 6, 214
6.00	Base C4I Plans and Blueprints Other Activities	documentation used in the preparation and distribution of plans and blueprints	at MAJCOM and activities other than those in Rules 5 and 7	Destroy 1 year after all existing, programmed, and projected requirements are validated and reflected in the MAJCOM plans, or when no longer needed, whichever is sooner. AUTH: N1-AFU-88-26 See Note Number: 212, 213, 214
8.00	C4I Studies at MAJCOM and Above	studies in the initiation, revision or deletion of an operation, system, or facility	at MAJCOM and above	Destroy 3 years after all actions have been completed, study has been cancelled, or when no longer needed. AUTH: N1-AFU-88-26 See Note Number: 212,

				213, 214
9.00	C4I Studies Below MAJCOM	C4I studies	below MAJCOM	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-88-26 See Note Number: 212, 213, 214

Table 33-3

REQUIREMENTS BOARD

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Communications-Computer Systems Requirements Board (CSRB) and Other C4I Requirements Approval Bodies at OPR	agenda, minutes of meetings, and related documents	at OPR	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Communications-Computer Systems Requirements Board (CSRB) and Other C4I Requirements Approval Bodies at Other Than OPR	Communications-Computer Systems Requirements Board (CSRB) and other C4I requirements aproval bodies	at other than OPR	Destroy after 1 year or when no longer required, whichever is longer. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Communications-Computer Systems Requirements Documents (CSRD) at Operating Activity	documents used to describe the required capability, justify the need, and serve as the validation and approval documents for the need	at operating activity	Destroy 1 year after system satisfying the requirement has been decommissioned. AUTH: N1-AFU-88-7 See Note Number: 212, 213, 214
4.00	Communications-Computer Systems Requirements Documents (CSRD) at other activities	Communications-COmputer Systems Requirements Document (CSRD)	at otehr activities	Destroy 6 months after completion and acceptance of the installation or project is cancelled. AUTH: N1-AFU-88-7 See Note Number: 212, 213, 214
4.01	Test Specifications, Test Results, Recorded Performance Data	test specifications, test results, recorded performance data	at organizations having responsibility for analysis of test and performance	Destroyed when no longer needed or when no longer necessary, whichever is later. AUTH: N1-AFU-88-7 See Note Number: 212, 213, 214
5.00	CSRD Disapproved/cancelled	programming documents and related documentation; programming documents and related documentation	disapproved; cancelled	Destroy 1 year after disapproval or cancellation. AUTH: N1-AFU-88-7 See Note Number: 212, 213, 214

Table 33-4

PROGRAM MANAGEMENT AND ACQUISITION

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Program Status Reports	status reports	controlled and uncontrolled reports related to a specific program or several programs	Destroy upon completion of program or when superseded, whichever is sooner. AUTH: N1-AFU-88-7 See Note Number: 212, 213, 214
2.00	Equipment Lists and Technical Publications at OPR	standard facility lists, standard installation instructions, and technical publications with supporting documents	at OPR	Destroy after facility removal or system termination. AUTH: N1-AFU-88-7 See Note Number: 212, 213, 214, 415
3.00	Equipment Lists and Technical Publications at Other Than OPR	standard facility lists, standard installation instructions, and technical publications with supporting documents	at other than OPR	Destroy when superseded or rescinded, or when no longer needed. AUTH: N1-AFU-88-7 See Note Number: 212, 213, 214, 415
4.00	Automation Equipment Title Transfer	automation equipment title transfer	letter of agreement between automation equipment vendor and Air Force activity, indicating transfer of title of an item of government-owned automated equipment for a like item of contractor-owned automated equipment	Destroy 5 years after facility removal or system termination. AUTH: N1-AFU-88-7 See Note Number: 212, 213, 214
5.00	Hardware Selection	hardware selection	specifications for hardware, software, and vendor support capabilities	Destroy 2 years after specific configuration of equipment is discontinued. AUTH: N1-AFU-88-7 See Note Number: 212, 213, 214
6.00	Concepts of Operations, Engineering, Logistics, and Maintenance	concepts of operations, engineering, logistics and maintenance	broad outlines of how system will be used and how logistics and maintenance support will be provided after commissioning and deployment	Destroy 2 years after program completion or cancellation of the system or project. AUTH: N1-AFU-88-7 See Note Number: 212, 213, 214
7.00	Facility Documentation Systems Transferred to Another Air Force Facility	documents showing what, where, and how equipment is or planned to be installed	accomplishing the same functions	Send pertinent documentation to the gaining activity and destroy the remaining

				documentation. AUTH: N1-AFU-88-19 See Note Number: 212, 213, 214, 416
7.01	Facility Documentation	facility documentation; facility documentation system being transferred from Air Force jurisdiction - individual records	individual records; for decommissioned or excess systems	Destroy when superseded or obsolete. AUTH N1-AFU-88-19 See Note Number: 212, 213, 214
8.00	Facility Documentation System Being Transferred From Air Force Jurisdiction	all vendor-provided documentation and equipment maintenance records	for decommissioned or excess systems	Send to the gaining activity and destroy remaining documentation. AUTH: N1-AFU-88-19 See Note Number: 212, 213, 214, 416
9.00	Facility Documentation at All Other Activities	facility documentation	at all other activities	Destroy when superseded or obsolete, or when no longer needed. AUTH: N1-AFU-88-19 See Note Number: 212, 213, 214, 416
10.00	Facility Documentation at Activities Having Engineering/Installation Responsibility	master copies of site-adapted communications drawing records for Air Force bases/sites and miscellaneous related documents	at activity having engineering/installation responsibility	File after completion of project and destroy miscellaneous documents when superseded or obsolete. Master copies of site adapted drawing records for inactive bases/sites will be sent to acquiring activity at the time of release from caretaker status. AUTH: N1-AFU-88-19 See Note Number: 212, 213, 214
11.00	Project File Original (Master), Program Engineering Files	a formatted EI plan that provides installation standards, objectives and test guidance for the installation team; documentation relating to the performance of systems and scheme engineering	original master project files; at organizations having program engineering responsibilities	Destroy 2 years after program completion or cancellation. AUTH: N1-AFU-88-19 See Note Number: 212, 213, 214
12.00	Project File at Facility Operating Location	project file	at facility operating location	Destroy after completion of the program or cancellation,

				whichever is later. AUTH: N1-AFU-88-19
13.00	Project File Base Wire Cable Projects	project file base wire cable projects	at facility operating location which is serviced by commercial telephone company	Destroy 1 year after final billing. AUTH: N1-AFU-88-19 See Note Number: 212, 213, 214
15.00	Project File at Other Activities	project file	at other activities	Destroy 6 months after acceptance of the installation completion or project is cancelled will be. AUTH: N1-AFU-88-19 See Note Number: 212, 213, 214
15.01	Performance Data, CSPP Test and Evaluation Plan, Directives, AF 1815 DIREP Worksheet	test specifications, test results, and other recorded data accumulated; a coordinated schedule of implementation actions in the areas of EI, manpower, allied support construction, and logistics support; a coordinated schedule of implementation actions in the areas of EI, manpower, allied support construction, and logistics support; implementation directives; program management directive; incident reports, system deficiency or discrepancy reports, and supporting documents	at organizations having responsibility for analysis of test and performance; at HQ USAF and MAJCOMs; at other support activities; at all other activities; at other activities; Valid AF Form 1815, DIfficulty Report (DIREP) worksheet.	Destroyed when no longer needed. AUTH: N1-AFU-88-19 See Note Number: 212, 213, 214
17.00	Contract Services Funding, Disapproved Individual Fund	contract services funding; individual fund	fund forecast reports; disapproved	Destroy after 1 year. AUTH: N1-AFU-88-19 See Note Number: 212, 213, 214
18.00	Approved Individual Fund Requests	individual fund requests	approved	Destroy 2 years after acceptance of the installation. AUTH: N1-AFU-88-19 See Note Number: 212, 213, 214
21.00	CSPP Including Test and Evaluation Master Plan at Facility Operating Activities and Base Communications Offices	a coordinated schedule of implementation actions in the areas of EI, manpower, allied support construction, and logistics support	Facility Operating Activities and Base Communications Offices	Destroy after facility removal or system termination. AUTH: N1-AFU-88-19 See Note Number: 212, 213, 214
23.00	Implementation	communications-	at base communications-	Destroy after

	Directives at Implementing Office	computer systems directives (CSD) and related material to provide directional guidance for the implementation of approved CSRDs	computer systems offices where implementation will take place	facility removal or system termination. AUTH: N1-AFU-88-19 See Note Number: 212, 213, 214
25.00	Program Management Directive at HQ USAF and MAJCOM PM Levels	PMDs and related material to provide direction and guidance for the implementation of approved CSRDs	at HQ USAF and MAJCOM PM levels	Hold with associated program documents and destroy when no longer needed. AUTH: N1-AFU-88-19 See Note Number: 212, 213, 214
26.00	Program Management Directive at Implementation Locations	program management directive	at implementation locations	Destroy after facility removal or system termination. AUTH: N1-AFU-88-19 See Note Number: 212, 213, 214
28.00	Approved System Tests	approved system test	master input add/delete cards; unique program object decks; program status cards; problem status cards; file update cards; scheduling cards required to process a total integrated environmental system test (EST) and track problems encountered; computer listings and reports used for testing purposes and analysis for accuracy of processing; test input cards and purpose cards required to accomplish ESTs and special tests	Destroy 1 year after discontinuance of the system. AUTH: N1-AFU-88-19 See Note Number: 212, 213, 214
29.00	Disapproved Proposed System Test	disapproved proposed system test	master input add/delete cards; unique program object decks; program status cards; problem status cards; file update cards; scheduling cards required to process a total integrated environmental system test (EST) and track problems encountered; computer listings and reports used for testing purposes and analysis for accuracy of processing; test input cards and purpose cards required to accomplish ESTs and special tests	Destroy 1 year after final action. AUTH: N1-AFU-88-19 See Note Number: 212, 213, 214
31.00	Valid (DIREP)(AF Form 1815, Difficulty Report (DIREP) Worksheet) and Vendor-Supplied Software Systems/Routines	Valid AF Form 1815, Difficulty Report (DIREP) Worksheet; vendor supplied software systems/routines	which constitute a systems deficiency notification; AF Form 1815, Difficulty Report (DIREP) Worksheet	Destroy when obsolete or no longer needed. See Note Number: 212, 213, 214

Table 33-5

ENTERPRISE DATA DESIGN				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Data Elements and Codes Standardization Background/ Research Material	AF Forms 247, Standard Data Element and Related Features Request	data elements and codes standardization background/research material	Destroy 3 years after data element or code is cancelled or terminated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Data Elements and Codes Standardization Approved Requests Maintained by Originator	AF Forms 247, Standard Data Element and Related Features Request	data elements and codes standardization approved requestes maintained by originator	Destroy after 2 years or on publication of the data elements and related features, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	AF Forms 247, Standard Data Element and Related Features Request	requests	AF Forms 247, Standard Data Element and Related Features Request	Destroy after 2 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Data Elements That Support AF Enterprise Data Architecture, Communities of Interest or Systems/Data Warehouses	logical model or operational systems data element definitions, codes, code values, field length, etc.	metadata maintained by an AF agency relating to systems scheduled as disposable	Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest. GRS 20, Item 11a

Table 33-6

MILITARY AFFILIATE RADIO SYSTEM (MARS)				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Membership - MARS Directors Exercising Approval Authority	membership - MARS Directors excercising approval authority	at HQ AFCC MARS Director and area/region MARS	Destroy on each renewal or 1 year after termination of membership. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	MARS At MARS Stations	MARS	at MARS stations	Destroy on termination of membership. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	MARS Station Certificates	certificates	MARS station certificates	Return to the canceling authority for destruction upon cancellation of membership. AUTH: N1-AFU-90-3 See Note Number: 212,

				213, 214
4.00	MARS Identification Cards	identification cards	MARS identification cards	Return to the issuing authority for destruction upon cancellation of membership. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	MARS Superseded Identification Cards	identification cards	MARS superseded identification cards	Destroy old card when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	MARS Personnel Notification	forms of assignments, change of status, transfer or termination of membership	MARS personnel notification	Destroy on reassignment or termination of membership. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	ANG/United States Air Force Reserve (USAFR) High Frequency (HF) Radio Training Participation Data	summaries of weekend ANG/USAFR unit training data	ANG/United States Air Force Reserve (USAFR) High Frequency (HF) radio training participation data	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	MARS Repeater Application and Registration Records	initial applications	for authority to operate a MARS repeater and for annual registration	Destroy 1 year after completion or annual registration. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	MARS Member Station Questionnaires (Transcribed)	MARS member station questionnaires	forms and related records used for assigning a station to the component (e.g., traffic system, base support, etc.) most needed	Destroy when information is transcribed on cards or tapes. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	MARS Member Station Questionnaires	MARS member station questionnaires	information which has not been transcribed on cards or tapes	Destroy when superseded, when member is transferred, or when membership is terminated, whichever is sooner if not transcribed to data cards or magnetic tape. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Membership System Data Cards, Responsibility of Base MARS Station	data cards; responsibility of base MARS station	membership systems data cards; station task list	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Membership System Printout	printout	memebership system printout	Destroy when obsolete or after 1 year, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	MARS Messages, Operations Records	MARS messages; operations records	at MARS stations; MARS circuit log and traffic files, including message receipts, cancellations, undelivered	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

			messages, etc.	
15.00	MARS Quarterly Activity Report	MARS quarterly activity report	hours of MARS membership participation	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Appointment of Base MARS Director	appointment of base MARS Director	letters of appointment or special orders	Destroy upon change of base MARS Director. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	MARS Broadcasts	copies of weekly broadcasts	used to disseminate information and general instructions to MARS stations	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	MARS Property Acquired Under Excess/Surplus Property Program	issue and shipping documents on MARS property	at MARS inventory control point	Transfer to staging area 1 year after calendar year in which transaction occurred where it is destroyed after 2 more years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	MARS Property Accountability	MARS property accountability	DD Forms 1150, Request for Issue or Turn-In, receipts, transfers, and cannibalizations that show where property is located for custodial responsibility and are placed in members' records	Destroy 3 years after end of calendar year in which formal MARS accountability of the property is discontinued. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 33-7

GENERAL OPERATIONS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Defense Information Systems Agency (DISA) Evaluation Reports at HQ USAF and MAJCOMs	copies of DISA operational evaluation reports of Air Force-operated DISA communications stations with related correspondence	at HQ USAF and MAJCOMs	Destroy 2 years after required actions are either completed or have become part of an approved HQ USAF/MAJCOM program. AUTH: N1-AFU-88-1 See Note Number: 212, 213, 214
2.00	DISA Evaluation Reports Below MAJCOM	DISA evaluation reports	below MAJCOM	Destroy 1 year after required actions are either completed or have become part of an approved HQ USAF/MAJCOM program. AUTH: N1-AFU-88-1

				See Note Number: 212, 213, 214
3.00	Summary Control Statement	summary control statement	a narrative and statistical summary of status and progress of principal programs and objectives	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-88-1 See Note Number: 212, 213, 214
4.00	Statistical Data Requests	forms and related correspondence initiated to establish or revise statistical data programs from an approved data system, providing information processing centers background for the program file, and to control the work flow	approved or unapproved	Destroy 3 months after disapproval or on discontinuance of the program. AUTH: N1-AFU-88-1 See Note Number: 212, 213, 214
5.00	Site Environment	site environment	daily or weekly thermometer/hygrometer recordings	Destroy 3 years after superseded or destroy 90 days after the system is released from U.S. Government inventory, whichever is sooner. AUTH: N1-AFU-88-1 See Note Number: 212, 213, 214
6.00	Disposition of Excess Information Technology (IT) Assets	records that certify and or validate overwriting of information (data) to prevent data recovery, degaussing (i.e., demagnetizing), redistribution, reuse, and disposition of information technology equipment	retained by the Information Systems Security Officer (ISSO) per AFSSI 5020.	Destroy after 5 years. AUTH: NN-170-33 See Note Number: 212, 213, 214
7.00	Information Technology (IT) Management Documents	related documents concerning the management of IT assets: documentation on validating overwriting of data to prevent data recovery, degaussing (i.e., demagnetizing) appointment letters, training documents, inventories, data source documents, transfer documents, purchase source documents, disposition documents, checklists, etc. whether maintained by the Equipment Custodian (EC) or Equipment Control Officer (ECO)	used to document the management of IT assets	Destroy when no longer needed. AUTH: N1-AFU-88-1 See Note Number: 212, 213, 214
8.00	Information Technology (IT) Invoices and Other Documents Not Covered Elsewhere	contractor invoices or docments, background information, physical inventory and General Ledger Account Code (GLAC)	used to document purchase, acceptance, transfer, or reconcilliation of account or expenditures	Destroy after 3 years. AUTH: N1-AFU-88-1 See Note Number: 212, 213, 214

Table 33-8

INFORMATION PROCESSING CENTER (IPC) OPERATIONS				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	IPC Messages	IPC messages originated; IPC message history tapes; IPC header card data; IPC header/end of transmission; hard page copies and header card data; IPC messages received journal; IPC general service messages originated	originator's message copy and hard page copy of transmitted message; history tapes of originated and received messages; data pertinent to data pattern messages, including data message forms, but excluding message text; printout records pertinent to message traffic; not retrievable from message hsitory tapes; printout records of received messages; hard page copies retained by originating/transmitting IPC message section	Destroy after 1 month. AUTH: N1-AFU-88-9 See Note Number: 212, 213, 214, 417, 418
1.01	Automated IPC Message Sections	automated IPC message sections	provided when history tapes exist	Destroy after 10 days. AUTH: N1-AFU-88-9 See Note Number: 212, 213, 214, 417
6.00	IPC Messages Received Retrievable From Message History Tapes	IPC messages received	retrievable from message history tapes	Destroy after 10 days. AUTH: N1-AFU-88-9 See Note Number: 152, 212, 213, 214, 417, 418
8.00	IPC Multipoint Circuit Messages, IPC paper tapes	IPC multipoint circuit messages; IPC paper tapes	hard page copies of messages received on multipoint circuits not for that station; paper tape used for message transmission	Destroy after 24 hours provided adequate control records are maintained. AUTH: N1-AFU-88-9 See Note Number: 151, 212, 213, 214
10.00	IPC Text of Data Pattern Messages	messages	IPC text of data pattern messages	Destroy after 10 days. AUTH: N1-AFU-88-9 See Note Number: 212, 213, 214, 417, 419
11.00	IPC Magnetic Tape Reels	IPC magnetic tape reels	recorded messages received from originator	Return to originator after 10 days. AUTH: N1-AFU-88-9 See Note Number: 212, 213, 214, 417
12.00	IPC Operational Control Records	IPC operational control records	logs; messages; message registers; records on multiple and book	Destroy after 1 month.

			messages processed; number sheets reports; maintenance work orders, magnetic tape library inventories; and shift supervisor checklists;	AUTH: N1-AFU-88-9 See Note Number: 151, 212, 213, 214, 420, 421, 422
13.00	IPC Message Section Performance Records	IPC message section performance records	records on channel loads, speed-of-service reports, master station logs, frequency logs, daily load reports, daily traffic figures, traffic analysis records, recovery records, and similar records	Destroy after 6 months. AUTH: N1-AFU-88-9 See Note Number: 151, 212, 213, 214
14.00	IPC Alternate Routing/Channel Parameter	IPC alternate routin.channel parameter	alternate routing plans, routing indicator listings, channel parameter listings, and similar records	Destroy when superseded or no longer needed, whichever is later. AUTH: N1-AFU-88-9 See Note Number: 151, 212, 213, 214
15.00	General Messages Addressed to the IPC Message Operations	general messages addressed to the IPC message operations	hard page copy of message addressed to and retained by IPC message section	Destroy when superseded or cancelled by issuing authority. AUTH: N1-AFU-88-9 See Note Number: 151, 212, 213, 214
18.00	IPC General Message Record	IPC general message record	logs to show receipt and distribution of general messages	Destroy after 1 year or after last message on a page is superseded or cancelled, whichever is later. AUTH: N1-AFU-88-9 See Note Number: 151, 212, 213, 214, 421, 422
19.00	IPC Tracer Action Case Files	messages and related correspondence	pertaining to all actions taken to trace message	Destroy 1 year after case is closed. AUTH: N1-AFU-88-9 See Note Number: 151, 212, 213, 214
21.00	IPC Computer-Sharing Reports	IPC computer-sharing reports	quarterly reports of ADP service provided to another agency or obtained from a commercial source (IRCN 1106)(GSA-AN)	Destroy after 3 years. AUTH: N1-AFU-88-9 See Note Number: 212, 213, 214
22.00	IPC Systems Design Specifications for	records containing operating procedures	at IPCs	Destroy after final magnetic

	Systems for Which Related Magnetic Media Data is Authorized for Blanking	for implementation of a specific data system including details of computer technique logic charts and input/output document flow data		media records produced by system have been blanked. AUTH: N1-AFU-88-9 See Note Number: 151, 212, 213, 214
23.00	IPC Systems Design Specifications	IPC systems design specification	for systems for which related magnetic media data is not authorized for blanking	Retain with the related magnetic media. AUTH: N1-AFU-88-9 See Note Number: 151
24.00	IPC Automation Equipment Use and Maintenance, IPC Monthly Summaries	IPC automation equipment use and maintenance; Electronic data processing system (EDPS) by application and hours of use reports, card decks, tape files, and associated machine listings; IPC monthly summaries of ADPE and use report	forms or cards equipment operators complete relative to machine use, nonuse, or maintenance; IPCs; at HQ USAF	Destroy after 1 year. AUTH: N1-AFU-88-9 See Note Number: 151, 212, 213, 214
25.00	IPC Automation Equipment Use and Maintenance at Other Than IPCs	IPC automation equipment use and maintenance	at other than IPCs	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-88-9 See Note Number: 151, 212, 213, 214
26.00	IPC Detail Cards/Summary Decks/Listings	IPC detail cards/summary decks/listings	daily detail cards, intermediate summary decks, related magnetic files, and machine listings	Destroy after 3 months or when no longer needed, whichever is later. AUTH: N1-AFU-88-9 See Note Number: 151, 212, 213, 214
27.00	IPC Monthly Summary of Cost and Use Reports	IPC monthly summary of cost and use reports	card decks, magnetic tape files, and machine listings	Destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-88-9 See Note Number: 151, 212, 213, 214
28.00	IPC Machine Listings Produced From the Monthly	IPC machine listings produced from the monthly summaries	cards, magnetic tapes	Destroy when no longer needed.

	Summaries			AUTH: N1-AFU-88-9 See Note Number: 151, 212, 213, 214
30.00	IPC Monthly summaries of ADPE Cost and Use Report at MAJCOMs and Intermediate Commands	IPC monthly summaries of ADPE cost and use report	at MAJCOMs and intermediate commands	Destroy after 2 years. AUTH: N1-AFU-88-9 See Note Number: 151, 212, 213, 214
32.00	IPC Analysis of Annual History	IPC analysis of annual history	maintenance actions and costing vendor alternative maintenance approvals	Use Table 33-4, rules 7, 8, or 9, as appropriate. AUTH: N1-AFU-88-9 See Note Number: 151, 212, 213, 214

Table 33-9

TELEPHONE AND TELEGRAPH SERVICES AND ACCOUNTING DOCUMENTS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Telephone and Telegraph Credit Cards or Calling Cards Forms	telephone and telegraph credit cards or calling cards forms	forms of communications service authorizations and related correspondence requesting the issuance or cancellation of credit cards or calling cards	Destroy 1 year after cancellation of credit or calling card. AUTH: N1-AFU-87-42 See Note Number: 212, 213, 214
2.00	Credit Cards or Calling Cards	cards	credit cards or calling cards	Send cancelled card to the activity initiating the communications service authorization. AUTH: N1-AFU-87-42 See Note Number: 212, 213, 214
3.00	Operations Control Records	operations control records	performance evaluations, station activity records, reports of customer complaints and inquiries, traffic samples, and records of trouble reports	Destroy after 1 year. AUTH: N1-AFU-87-42 See Note Number: 212, 213, 214
4.00	Confidentiality Statement	confidentiality statement	statements signed by telephone operators that they are acquainted with the confidential nature of their work	Destroy 1 year after termination of duty as switchboard operator. AUTH: N1-AFU-87-42 See Note Number: 212, 213, 214
5.00	Telephone Directories	record set of each published directory (including staff directories) with all background material	at issuing activities	Destroy when superseded or obsolete. AUTH: N1-AFU-87-42 See Note Number: 212, 213, 214

6.00	Consolidated Card Deck or Manuscript	consolidated card deck or manuscript	from which directory is compiled, and cards or manuscript pertaining to specific persons or activities	Destroy when superseded or obsolete. AUTH: N1-AFU-87-42 See Note Number: 212, 213, 214
7.00	Unofficial Telegraph Services	unofficial telegraph services	telegraph company standard forms, including record of message deliveries, incoming money orders, registers of money order drafts issued and voided, money order applications, prenumbered receipts to senders of money orders, and related records	Destroy 6 months after cutoff. AUTH: N1-AFU-87-42 See Note Number: 212, 213, 214
8.00	Daily Cash Record (Telegraph)	daily cash record (telegraph)	cash collection voucher, monthly bills for unofficial telegraph messages, telegraphic money orders, public vouchers for purchases and services other than personal, and related records	Destroy 1 year and 1 month after close of the FY in which final payment was made, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ DFAS-DE. AUTH: N1-AFU-87-42 See Note Number: 212, 213, 214
9.00	Telephone Toll Calls	toll tickets and reports of authorized calls (AF IMT 1072, Authorized Long Distance Telephone Calls)	at organizations in the CONUS	Destory 3 years after period covered by related account (GRS3, Mar 06) AUTH: N1-AFU-92-8 See Note Number: 212, 213, 214
10.00	Telephone, Telegraph, Teleautograph, and Nontactical Radio Accounting Records	vouchers (except toll tickets; see Rule 9), with all background material	at organizations in the CONUS	Destroy after 2 years. AUTH: N1-AFU-92-8 See Note Number: 212, 213, 214

Table 33-10

SWITCHING CENTER OPERATIONS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Switching Center Operations Logs and Statistics	DD Form 1753, Master Station Log; DD Form 1756, ASC Equipment Outage Log (government owned ASCs configuration stats)	at Automatic Switching Centers (ASC), semiautomatic and manual relay centers, and Automatic Digital Weather Switches (ADWS)	Destroy 5 months after monthly cutoff. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214
2.00	Switching Center Operations Recovery Records	DD Form 1757, ASC Recovery	switching center operations recovery records	Destroy 2 months after monthly cutoff. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214

3.00	Switching Center Operations Control Records	switching center operations control records	circuit status logs (DD Form 1776, ASC Circuit Status Log), intercept logs (DD Form 1754, Intercept Log), alternate routing records (DD Form 1755, Alternate Routing Record), service messages and logson-line/off-line work request control logs (DD Forms 1770, ASC On-Line and Off-Line Work Request, and 1778, On-Line and Off-Line Work Request Control Log), magnetic tape library inventories, shift supervisor checklist, high precedence message logs, message and channel number sheets, circuit number sheets, and similar records	Destroy 1 month after monthly cutoff. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214
4.00	Switching Center Operations Routing Plans/Indicator/ Channel Listings	switching center operations routing plans/indicator/channel listings	alternate routing plans, routing indicator listings, channel parameter listings, and other related records	Destroy when superseded or no longer needed. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214
5.00	Switching Center Operations Service Interruption/ Auxiliary Records	switching center operations service interruption/auxiliary records	service interruption messages, auxiliary line equipment reports, and related records	Destroy 1 year after monthly cutoff. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214
6.00	Switching Center Operations Message Transmission Monitor Tapes	switching center operations message transmission monitor tapes	at semiautomatic and manual relay centers	Destroy 1 month after monthly cutoff. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214
7.00	Switching Center Operations Magnetic Tape Library Purge Record	switching center operations magnetic tape library purge record	at ASCs, ADWS, and IPC message sections	Retain for 1 year, then destroy. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214
8.00	Switching Center Operations Tape Labels	labels and related forms	not covered elsewhere in this table	Destroy with purge of related tape or other magnetic tape. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214

9.00	Switching Center Operations Magnetic Tape Library Transaction Record and Perpetual History	DD Form 1772	Magnetic Disc Library Transaction Record and Perpetual History	Destroy initial and current form when tape is destroyed, unless used as a destruction record, after 1 year for other forms. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214, 423
10.00	Switching Center Operations Tape Failure Report	DD Form 1758	ASC Disc Failure Report	Destroy 2 months after monthly cutoff. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214
11.00	Switching Center Operations History Tape Log and Magnetic Tape Log	tape log	switiching center operations history tape log and magnetic tape log	Destroy 1 month after monthly cutoff. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214
12.00	Switching Center Operations History	history	switching center operations history	Destroy after 1 month or when no longer needed, whichever is later. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214
13.00	Switching Center Operations History	history	switching center operations	Destroy after 11 days or when no longer needed, whichever is later. AUTH: N1-AFU-87-39 See Note Number: 70, 212, 213, 214
14.00	Switching Center Operations Overflow (OVF), Tape, Intercept (IC) Tape and Retrieval Tape	tape	switching center operations overflow, tape intercept tape and retrieval tape	Purge after read in. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214
15.00	Switching Center Operations Program Library Tapes (PLT) or House Operating (HOP) Tapes	tapes	Program Library Tapes (PLT) or House Operating (HOP) Tapes	Hold current and last preceding tapes. AUTH: N1-AFU-87-39 See Note

				Number: 212, 213, 214, 424
16.00	Switching Center Operations Work Tapes	tapes	switching center operations work tapes	Purge when job is completed. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214
17.00	Switching Center Operations Header Extract Tapes	tapes	switching center operations header extract tapes	Purge after analysis is completed. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214
18.00	Switching Center Operations History Tapes of Transmitted Messages	switching center operations history tapes of transmitted messages	at ADWS	Purge after 15 days. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214
19.00	Switching Center Operations Line Save Tapes	tapes	switching center operations line save tapes	Purge after 15 days or when no longer needed, whichever is sooner. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214
20.00	Switching Center Operations Interlace/Suspected Interlace Case Files	records pertinent to investigations regarding the occurrence of interlace or suspected interlace messages	at ASCs	Destroy 1 year after case is closed. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214
21.00	Switching Center Operations General Messages	tape file maintained for retransmission purposes	at manual relay centers	Purge after 14 days. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214
22.00	Switching Center Operations General Message Card Deck	card deck of hard page copies which are addressees (e.g., JAFPUBs, DCRELSTAs, etc.)	at ASCs, semiautomatic and manual relay centers	Destroy when superseded or cancelled by the issuing authority. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214
23.00	Switching Center Operations General Message Log	DD Form 1769	ASC General Message Log	Destroy after all general messages for the calendar year have been

				cancelled or superseded. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214, 425
24.00	Switching Center Operations Tracer Action Case Files	switching center operations tracer action case files	records of all actions taken to trace messages, tracer log (DD Form 1767, Tracer Log) and related records	Destroy 1 year after case is closed. AUTH: N1-AFU-88-39 See Note Number: 212, 213, 214
25.00	Switching Center Operations Monitor Printer and High Speed Printer Output Products	switching center operations monitor printer and high speed printer output products	message traffic, magnetic tape and peripheral device printouts; system, cumulative block error count (CBEC), contingency alternate routing program (CARP) and configuration statistics and similar computer products	Destroy 1 month after monthly cutoff. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214
26.00	Switching Center Operations Tributary Files	an individual file for each connected tributary containing telecommunications service requests (TSR), telecommunications service orders (TSO), and other correspondence related to activation, deactivation, and changes to the tributary operation, circuit and equipment; data related to message traffic operation, circuit and equipment problems; and other related records	at ASCs, semiautomatic and manual relay centers, and ADWS	Destroy 1 year after tributary deactivation. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214
27.00	Switching Center Operations Communications Operations (COMOP) Summaries	summaries	switching center operations Communications Operations (COMOP) summaries	Destroy after 1 year. AUTH: N1-AFU-87-39 See Note Number: 212, 213, 214

Table 33-11

RADIO STATIONS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Master Radio Station Logs	master radio station logs	records of events within the station	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Air/Ground or Point-To-Point Logs	air/ground or point-to-point logs	records of activity at the operating position	Destroy after 1 month.

				AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Radio Station Circuit Operations Records	radio station circuit operations records	transcribed messages of air/ground or point-to-point transmissions, flight following records, case files, encrypted messages, command control messages, ICAO/air-ground-air teletype records, phone patch records, message/contact number sheets, frequency monitor reports, net continuity logs, ATC clearances/ advisories/requests, emergency action messages, FOXTROT messages, other broadcasts, morale and welfare messages and other air/ground or point-to-point messages, and forms used in circuit operations	Destroy after 1 month. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Radio Station Recorder Tapes	radio station recorder tapes	recordings of air/ground or point-to-point communications by electrical means	Erase after 30 days and return tape to library for reuse. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Radio Station Mission Related Documents	radio station mission related documents	itineraries, special communications support messages, and communications alert/activation messages	Destroy after 30 days or on completion of mission, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Radio Station Equipment/Circuit Outages	radio station equipmetn/circuit outages	logs or forms	Destroy when equipment or circuit is returned to operation or after 3 months, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Radio Station Activity Reports	radio station activity reports	records of station activity, traffic count/analysis, frequency usage, and station personnel status	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Radio Station Aircraft Accident or Loss of Human Life	radio station aircraft accident or loss of human life	all records described in Rules 1 through 7	Destroy on completion of investigation or after 6 months, whichever is later. AUTH: N1-AFU-

				90-3 See Note Number: 212, 213, 214
9.00	Radio Station Emergency, Contingency, or Mobile Operations Records	radio station emergency, contigency, or mobile operations records	communications support in other than routine circumstances	Destroy on completion of after action report or after 6 months, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Radio Station Training for Reserve Forces	radio station training for Reserve Forces	accumulated during unit training assemblies	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 33-12

FREQUENCY MANAGEMENT

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	RF Listings/ Authorizations	listings	RF listings/ authorizations	Destroy when superseded, cancelled, or no longer needed for managerial purposes, whichever is later. AUTH: N1-AFU-87-41 See Note Number: 212, 213, 214
2.00	Permanent Frequencies	permanent frequencies	any data relating to permanent frequency actions	Destroy when superseded, cancelled, or no longer needed for managerial purposes, whichever is later. AUTH: N1-AFU-87-41 See Note Number: 212, 213, 214
3.00	Temporary Frequencies	temporary frequencies	any data relating to temporary frequency actions	Destroy when superseded, cancelled, or no longer needed for managerial purposes, whichever is later. AUTH: N1-AFU-87-41

				See Note Number: 212, 213, 214
4.00	Propagation Records	Air Force Combat Weather Center (AFCWC) (formerly Air Force Global Weather Center [AFGWC]) reports and other propagation data	not filed as part of a frequency action under Rules 2 and 3	Destroy when superseded, cancelled, or no longer needed for managerial purposes, whichever is later. AUTH: N1-AFU-87-41 See Note Number: 212, 213, 214
5.00	Allocation Records	allocation records	any data relating to frequency allocations for equipment (DD Form 1494, Application for Equipment Frequency Allocation, and related documents)	Destroy when superseded, cancelled, or no longer needed for managerial purposes, whichever is later. AUTH: N1-AFU-87-41 See Note Number: 212, 213, 214
6.00	ECM	ECM	any data relating to ECM when not filed according to Rules 2, 3, 4, and 5	Destroy when superseded, cancelled, or no longer needed for managerial purposes, whichever is later. AUTH: N1-AFU-87-41 See Note Number: 212, 213, 214
7.00	Electromagnetic Compatibility (EMC) and RF Engineering Studies	Electromagnetic Compatibility (EMC) and RF Engineering studies	any data relating to EMC and RF engineering studies when not filed according to Rules 2, 3, 4, and 5	Destroy when superseded, cancelled, or no longer needed for managerial purposes, whichever is later. AUTH: N1-AFU-87-41 See Note Number: 212, 213, 214
8.00	Frequency Management Support Records	frequency management support records	any records relating to national or international frequency management activities and technical and/or reference material that support frequency management functions	Destroy when superseded, cancelled, or no longer needed for managerial purposes, whichever is later. AUTH: N1-AFU-87-41 See Note Number: 212, 213, 214

Table 33-13

MEACONING, INTERFERENCE, JAMMING AND INTRUSION (MIJI) RECORDS

R	A	B	C	D

U L E	If the records are or pertain to	consisting of	which are	then
1.00	MIJI Records at Action Offices	daily and weekly message/letter reports, reporting procedures, special and trend studies, and related reports	at action offices	Destroy when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	MIJI records at Subordinate Units	MIJI Records	at subordinate units	Destroy after 6 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	MIJI Annual Summary	record copy of annual summary of selected MIJI incidents and their evaluation performed during the past year	at publications branch at action agency	Retire as permanent to HQ AIA Special Intelligence Central Repository. AUTH: NC1-AFU-78-11 See Note Number: 214, 427
4.00	MIJI Annual Summary Other Copies	MIJI Annual Summary	other copies	Destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 33-14

SOFTWARE AND DOCUMENTATION

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	System Software Case Files at the OPR for Tasked System	authorization records, requirements, plans, schedules; contractual and procurement records	at the OPR for tasked system	Destroy 2 years after disapproval or discontinuance of system, or when no longer needed, whichever is later. AUTH: N1-AFU-87-40 See Note Number: 212, 213, 214, 428
2.00	System Software Case Files at Supporting Activity not Having Prime Responsibility	system software case files	at supporting activity not having prime responsibility	Destroy when superseded, obsolete, or no longer needed, whichever is later. AUTH: N1-AFU-87-40 See Note Number: 212, 213, 214, 428
3.00	Management Task Control	opening and closing statements, related cost analysis, software requirements, studies and change requests	at the project management office (PMO) or the configuration control office (CCO)	Destroy 5 years after task closing. AUTH: N1-AFU-87-40 See Note Number:

				111, 212, 213, 214, 428
4.00	Computer Products	products	computer products	Upon implementation and verification of the most current assembly (revision), hold two previous assemblies and associated documentation (three sequential assemblies and documentation) and purge or destroy all other data. AUTH: N1-AFU-87-40 See Note Number: 111, 212, 213, 214
5.00	Program Releases and Changes	program releases and changes	emergency programming actions, design control numbers, program software control numbers, offline design changes, software patches, revisions, receipts, certifications and related explanatory and supportive records	Destroy when superseded, obsolete, or no longer needed, whichever is later. AUTH: N1-AFU-87-40 See Note Number: 111, 212, 213, 214
6.00	Input Specifications System Magnetic Media Data Authorized for Blanking	detailed description of each transaction that generated some activity in the system in the form they appear at the time they enter the computer system; identification title, recording media, purpose, frequency, volume, and source; detailed description of the contents of each input to the basic record file and a graphic illustration of each	for systems for which the related magnetic media data is authorized for blanking	Destroy at time final magnetic media records produced by system have been scratched. AUTH: N1-AFU-87-40 See Note Number: 111, 212, 213, 214, 428
7.00	Input Specifications Systems Magnetic Media Data Not Authorized for Blanking	input specifications systems magnetic media data	for systems for which the related magnetic media data is not authorized for blanking	Hold with the related magnetic media. AUTH: N1-AFU-87-40 See Note Number: 428
8.00	Output (Report Forms) Specifications	output (report forms) specifications	detailed descriptions of products of the system that are to be used outside the computer center consisting of a listing of the outputs by sequence, name, media, purpose, frequency, volume and distribution; a detailed record description; and samples of output in the form of layouts or copies, keyed to names and numbers in the output listings	Destroy on termination of system. AUTH: N1-AFU-87-40 See Note Number: 111, 212, 213, 214, 428
9.00	Printed Final Report	printed final report	statistical tabulation and an analysis of the findings	Hold one copy of the printed report with

			of a study or survey including a narrative description of methodology employed for systems which require retention of related magnetic media data	related file specifications. AUTH: N1-AFU-87-40 See Note Number: 111, 428
10.00	Program Tape or Disk Pack Updated	program tape or disk pack updated	tapes (disk packs) containing sequence of instructions required to accomplish the processing of data or solving a problem	Dispose after third update cycle. AUTH: N1-AFU-87-40 See Note Number: 111, 212, 213, 214, 428
11.00	Program Tape or Disk Pack the Last Update	program tape or disk pack the last update	specific ADP application used in a terminated system	Dispose after agency exhausts use of tape. AUTH: N1-AFU-87-40 See Note Number: 212, 213, 214, 428, 431
12.00	Program Tape or Disk Required in Audit Trail	program tape or disk required in audit trail	(see Note 5)	Dispose of in accordance with functional guidelines provided by GAO. AUTH: N1-AFU-87-40 See Note Number: 111, 212, 213, 214, 428, 429
13.00	Magnetic Media Library Control/Transaction Records	magnetic media library control/transaction records	card decks and magnetic media files	Destroy card decks and dispose of magnetic media after the fourth update cycle is created. AUTH: N1-AFU-87-40 See Note Number: 111, 212, 213, 214, 428, 429
14.00	Magnetic Media Library Control/Transaction Records Machine Listings	listings	magnetic media library control/transaction records machine listings	Destroy after 3 months. AUTH: N1-AFU-87-40 See Note Number: 111, 212, 213, 214, 428, 429, 430
15.00	Magnetic Media Library Control/Transaction Records Transaction Slips	transaction slips	magnetic media library control/transaction records transaction slips	Destroy after 3 months or when no longer needed. AUTH: N1-AFU-87-40 See Note Number: 111, 212, 213, 214, 428, 429

Table 33-15

TECHNICAL CONTROL FUNCTIONS

RUL	A	B	C	D
	If the records	**consisting of**	**which are**	**then**

E	are or pertain to			
1.00	History Folder (Circuit, Trunk Link, Route or System History)	records pertaining to the activation, reconfiguration, or deactivation; initial test and acceptance data; circuit parameter test data	at terminal stations and other designated control stations (circuit control office, facility control office, etc.)	Destroy when superseded or 6 months after deactivation, whichever is sooner, except see note. AUTH: N1-AFU-87-38 See Note Number: 212, 213, 214, 432
1.01	History Folder Quality Control Test Records	history folder quality control test records	records pertaining to the activation, reconfiguration, or deactivation; initial test and acceptance data; circuit parameter test data	Destroyed when replaced with the next like test record. AUTH: N1-AFU-87-38 See Note Number: 212, 213, 214
2.00	History Folder (Circuit, Trunk Link, Route or System History)	records pertaining to the activation, reconfiguration, or deactivation; initial test and acceptance data; circuit parameter test data	at other than terminal stations and designated control facilities	Destroy after 1 month or when no longer needed, whichever is later. AUTH: N1-AFU-87-38 See Note Number: 212, 213, 214
3.00	Technical Control Operations	technical control operations	quality control test schedules, reporting guides, circuit/trunk directories; DISA engineering drawings; systems/circuit layout diagrams/records (DD Form 1441, Circuit Data); fault isolation charts/diagrams; and related products	Destroy when superseded. AUTH: N1-AFU-87-38 See Note Number: 212, 213, 214
3.01	DD Form 1441, Circuit Data	DD Form 1441	quality control test schedules, reporting guides, circuit/trunk directories; DISA engineering drawings; systems/circuit layout diagrams/records (DD Form 1441, Circuit Data); fault isolation charts/diagrams; and related products	Destroy 6 months after circuit deactivation. AUTH: N1-AFU-87-38 See Note Number: 212, 213, 214
4.00	Operational Direction Message (ODM)/ Coordination Message (OCM)	Operational Direction Message (ODM)/Coordination Message (OCM)	record of HF frequency use/changes, and related products	Destroy after 1 year. AUTH: N1-AFU-87-38 See Note Number: 212, 213, 214
5.00	DD Form 1753, Master Station Logs	master station logs	retained in TCF for 1 month and in a reference file for 11 months	Destroy after 1 year. AUTH: N1-AFU-87-38 See Note Number: 212, 213, 214
6.00	DD Form 1700, Master Clock Log	master clock logs	used in technical control operations	Destroy after 3 months. AUTH: N1-AFU-87-38

				See Note Number: 212, 213, 214
7.00	Outage	outage	outage/restoration records; work orders; equipment test records; outage summaries; and related records	Destroy after 1 year. AUTH: N1-AFU-87-38 See Note Number: 212, 213, 214
8.00	Performance Reports and Worksheets	performance reports and worksheets	preventive maintenance inspection (PMI) and follow-up reports, performance monitoring plan (PMP) data collection worksheets, and other related worksheets	Destroy 3 months after monthly cutoff. AUTH: N1-AFU-87-38 See Note Number: 212, 213, 214
9.00	In-Service Quality Control (QC)	In-Service Quality Control (QC)	worksheets and other related worksheets	Destroy 2 months after monthly cutoff. AUTH: N1-AFU-87-38 See Note Number: 212, 213, 214
10.00	Communication/Test Equipment QC Worksheets	worksheets	communication/test equipment QC worksheets	Retain current and previous three test results. Destroy others when they are no longer needed. AUTH: N1-AFU-87-38 See Note Number: 212, 213, 214
11.00	Status Reports	status reports	reports on status of systems, circuits, and equipment including DISA Circular (DISAC) 310-55-1, Status Reporting, 21 January 2000, feedback reports, and DISAC 310-55-1 reports	Destroy 2 months after monthly cutoff. AUTH: N1-AFU-87-38 See Note Number: 212, 213, 214
12.00	General Messages Addressed To and Retained By the Technical Control Facility	general messages	addressed to and retained by the Technical Control Facility	Destroy when superseded or cancelled. AUTH: N1-AFU-87-38 See Note Number: 175, 212, 213, 214
13.00	General Message Record or Log	general message record or log	used to record receipt of general messages	Destroy when the last message on a page is superseded or cancelled, or when all current entries are transcribed to a new page, whichever is sooner. AUTH: N1-AFU-87-38 See Note Number: 175, 212, 213, 214
14.00	Coordination Circuits	coordination circuits	monitor logs	Destroy after 1 month. AUTH: N1-AFU-87-

				38 See Note Number: 212, 213, 214

Table 33-16

DEPLOYMENT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Deployment of Combat Communications Units (including ANG)	deployment of combat communications units, including ANG	requests for deployment, mission directives, fragmentation (FRAG) orders, MAJCOM validation messages, deployment directives, orders or reports, site surveys, post deployment summaries, similar records, and related correspondence pertinent to a specific mission	Destroy 2 years after mission completion or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Deployment of Combat Communications Units (including ANG) at Tasked Units	deployment of combat communications units, including ANG	at tasked units	Destroy 4 years after mission completion or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Deployment Preparation	deployment preparation	unit mobility plans, master checklists, and similar correspondence accumulated in general preparation for deployment, regardless of the specific mission	Destroy when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Deployment Support	deployment support	any of the above records pertinent to deployments in support of tests, maneuvers, war games, and similar exercises	Destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 33-17

MOTION PICTURE PHOTOGRAPHY/VIDEO RECORDING

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**

1.00	Official Record Photographs	official record photographs	record photograph, original negatives and digital still images or transparencies and captions, (DD Form 2537, Visual Information Caption Sheet), and related data	Destroy when no longer needed. N1-AFU-88-47 See Note Number: 208, 214, 433, 436
2.00	Photographs and Digital Still Images	photographs and digital still images	records that are made a part of a project file, report, or similar group of records	Retire or dispose of with records to which they become a part of. AUTH: N1-AFU-88-47 See Note Number: 433, 436
3.00	Original Negatives or Digital Still Images	original negatives or digital still images	negatives or digital still images from which prints have been submitted with unsatisfactory damage, accidents, and similar reports	Destroy after 1 year. N1-AFU-88-47 See Note Number: 71, 212, 213, 214, 433, 436
4.00	Original Negatives or Digital Still Images Not at Base Photographic Laboratories	negatives, digital still images, and extra prints of photographs of AF officers	of photographs of AF officers	Destroy on death or retirement of the individual. N1-AFU-88-47 See Note Number: 71, 212, 213, 214, 433, 436
5.00	Original Negatives or Digital Still Images at Base Photographic Laboratories	original negatives or igital still images	at base photographic laboratories	Destroy after 1 year. AUTH: N1-AFU-88-47 See Note Number: 71, 212, 213, 214, 433, 434, 436
6.00	Original Negatives or Digital Still Images of Photographs of Local Commanders, Inspectors, and Other Key Personnel	original still negatives or digital still images	of photographs of local commanders, inspectors, and other key personnel	Destroy when Individual is retired, relieved, or reassigned, or when purpose has been served, whichever is sooner. AUTH: N1-AFU-88-47 See Note Number: 71, 212, 213, 214, 433, 436
7.00	Negatives, Digital Still Images, and Extra Prints of Photographs Other Than Officers, e.g. Local Individuals	negatives, digital still images and extra prints of photographs other than oficers	requiring recognition or identification, senior enlisted advisor, complaints NCO, DECA advisory board member	Destroy when no longer needed. AUTH: N1-AFU-88-47 See Note Number: 71, 212, 213, 214, 433, 436
8.00	Negatives or Digital Still Images of Photographs of Purely Local Interest	negatives or digital still images of photographs of purely local interest	made for public relations use	Destroy when no longer needed. AUTH: N1-AFU-88-47 See Note Number: 71, 212, 213, 214, 433, 436
9.00	Negatives or Digital Still Images Which Are Valueless Due to	negatives or digital still images which are valueless due to faulty photography	considered to be duplications because of similarity	Destroy when no longer needed. AUTH: N1-AFU-88-

	Faulty Photography			47 See Note Number: 71, 212, 213, 214, 433, 436
10.00	Original Negatives	original negatives	digital still images or prints produced in training or practice	Destroy when no longer needed. AUTH See Note Number: 212, 213, 214, 435
11.00	Duplicate Negatives or Prints	duplicate negatives or prints	subject matter not desired for record	Destroy when no longer needed. AUTH: N1-AFU-88-47 See Note Number: 212, 213, 214
12.00	Photographic Work Orders Paper Records	photographic work orders paper record	Visual Information Support Request, AF Form 833	Disposition Pending... UNSCHEDULED See Note Number: 212, 213, 214, 433, 436
13.00	Photographic Work Orders Electronic Records	photographic work orders electronic records	Visual Information Support Request, AF Form 833	Disposition Pending... UNSCHEDULED See Note Number: 212, 213, 214, 433, 436
14.00	Record Motion Media Imagery Recordings	record motion media imagery recordings	motion picture photography, electronic and digital videotapes, and related audio recordings	Send per AFI 33-117, Chp 6, to Defense Visual Information Center, (DVIC/ON-PA, 1363 Z Street, Bldg 2730, March AFB CA 92518-1508. AUTH: N1C-AFU-78-21 See Note Number: 205, 212, 213, 214, 433, 436, 437
15.00	Educational Television (ETV)	Educational Television (ETV)	official records	Send per AI 33-117, Chp 6 to Defense Visual Informaiton Center (DVIC/ON-PA, 1363 Z Street, Bldg 2730, March AFB CA 92518-1508. AUTH: N1C-AFU-78-21 See Note Number: 205, 212, 213, 214, 433, 436, 437
16.00	Visual Information Captions	visual information captions	DD Form 2537, Visual Information Caption Sheet written records of the imagery and sound contained in motion media products sent to DVIC with motion media material	Send per AFI 33-117, Chp 6, to Defense Visual Information Center, (DVIC/ON-PA, 1363Z Street, Bldg 2730, March AFB CA 92518-1508). AUTH: NIC-AFU-78-21 See Note Number: 156, 214, 436, 437

17.00	Visual Information Documentation (VIDOC) Motion Media Original and Edited Masters	motion picture and video camera original and edited master film and videotapes at the originating unit	at originating unit	Send per AFI 33-117, Chapter 6, to Defense Visual Information Center, (DVIC/ON-PA, 1363Z Street, Bldg 2730, march AFB CA 92518-1508. AUTH: N1C-AFU-78-21 See Note Number: 156, 214, 433, 436, 437
18.00	Motion Media Visual Slate	motion media visual slate	forms used to identify motion media coverage on film/videotape	Destroy when superseded, obsolete, or no longer usable. AUTH: N1-AFU-88-52 See Note Number: 212, 213, 214, 433, 436
19.00	Official Release Prints, Videotape Copies, or Videodiscs	official release prints, videotape copies or videodiscs	all prints or duplicate videotape copies	Disposition Pending... AUTH: UNSCHEDULED See Note Number: 212, 213, 214, 433, 436
20.00	Copies of Material Which Have Been Forwarded to the DVIC	copies of material which have been forwarded to the DVIC	master positives, duplicate negatives, or duplicate videotapes	Destroy, salvage, or erase when no longer needed (except rule 19). AUTH: N1-AFU-88-52 See Note Number: 156, 214, 433, 436, 437
21.00	Local Visual Information/Audio-Visual Production of Local Interest Video Recording/ Photography	local visual information/audio-visual production of local interest video recording/photography	videotapes/films for base information, base cable TV, local TV news, and other purely local interest purposes	Disposition Pending... UNSCHEDULED See Note Number: 212, 213, 214, 433, 436
22.00	Videotapes/Films Processed as AF Production Having Wider Use Than Local	videotapes/films processed as AF production having wider use than local	for base information, base cable TV, and local TV news	Disposition Pending... AUTH: UNSCHEDULED See Note Number: 212, 213, 214, 433, 436
23.00	Film/Video Produced in Testing Film, Photographic, Video, or Like Equipment or in Training Photographers	film/video produced in testing film, photographic, video or like equipment ot in training photographers	videotapes/films for base information, base cable TV, local TV news, and other purely local interest purposes	Destroy, salvage, or erase when no longer needed (except rule 22). AUTH: N1-AFU-88-52 See Note Number: 212, 213, 214
24.00	Video/Photography Produced by Other Agencies	copies no longer useful or not pertinent to AF activities	produced by other agencies	Destroy, salvage or erase when no longer needed (except rule 22). AUTH: N1-AFU-88-52

				See Note Number: 212, 213, 214
25.00	Original Photography/Video Which is Unusable Because of Inferior Quality	original photography/video	unusable because of inferior quality	Destroy, salvage, or erase when no longer needed (except rule 22). AUTH: N1-AFU-88-52 See Note Number: 212, 213, 214
26.00	Film/Video Requiring Emergency Disposal	film/video	requiring emergency disposal	Dispose of records without regard to AFMAN 37-139 if an emergency arises. AUTH: N1-AFU-88-52 See Note Number: 212, 213, 214, 436
27.00	Artwork	artwork	drawings, animations, cartoons, titles, and selected mounted photographs covered with acetate foil on which pertinent instructions are written	Disposition Pending... AUTH: UNSCHEDULED See Note Number: 212, 213, 214, 436
28.00	Visual Information Production Files	in-house, commercial, and contract production records pertaining to preparation of complete motion picture and TV subjects for use in training, orientation, indoctrination, and public information	at DVIC, MAJCOMs, major subordinate commands,	Disposition Pending... AUTH: UNSCHEDULED See Note Number: 212, 213, 214, 436
29.00	In-Service Project Records	records pertaining to assignment of AF units for photography, varying from a few shots to several reels (see rule 30 for preparation of complete subjects)	at HQ USAF/MAJCOMs/Major subordinate commands	Destroy 20 years after production completion. AUTH: N1-AFU-88-52 See Note Number: 212, 213, 214, 438
30.00	Instrumentation Film Videotape	instrumentation film videotape	at DVIC	Disposition Pending... AUTH: UNSCHEDULED See Note Number: 214, 436, 438
31.00	Film/Video Salvage or Destruction Below Major Subordinate Commands	records relating to the destruction or salvage of film, film strips, and videocassettes; i.e., notices or certificates of destruction	below major subordinate commands	Destroy after 2 years. AUTH: N1-AFU-88-52 See Note Number: 214, 438
32.00	Film/Video Salvage or Destruction at DVIC	film, film strips, and videocassettes; i.e., notices of certificats of destruciton	at DVIC	Destroy after 5 years. AUTH: N1-AFU-88-52 See Note Number: 212, 213, 214
33.00	Film/Video Service Request Records	film/video service request records	service project records, including initial requests for motion picture film and sound tapes, and related video records	Destroy 2 years after closeout of film service project. AUTH: N1-AFU-88-52

				See Note Number: 212, 213, 214
34.00	Acquisition Records	acquisition records	accession forms, receiving records, and similar items indicating film subjects received and entered into the DOD Motion Media Records Center	Destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-88-52 See Note Number: 212, 213, 214
35.00	Loan Records	loan records	control records on film loaned to laboratories for reproduction and on film borrowed from NARA	Destroy after 2 years or when no longer needed whichever is sooner. AUTH: N1-AFU-88-52 See Note Number: 212, 213, 214
36.00	Visual Information Production Reports	records of visual information (VI) production unit workload data relating to productions completed, manhours, services, manning, and cost	at preparing activities	Destroy after 2 years. AUTH: N1-AFU-88-52 See Note Number: 212, 213, 214

Table 33-18

SOUND RECORDINGS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Sound Recordings	sound recordings	those transcribed to paper	Erase or destroy immediately. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Sound Recordings	sound recordings	those not transcribed to paper records	Request disposition record material instructions through channels from SAF/AAIQ. AUTH: N1-AFU-90-3 See Note Number: 190, 212, 213, 214
3.00	Sound Recordings	sound recordings	transitory material	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Visual Information Production Reports	AAVS Form 64, records of visual information producton unit workload data relating to producitons completed, manhours, services, manning and cost	at preparing activities	Destroy according to Table 33-17. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Visual Information Production Reports	AAVS Form 64, records of visual information producton unit workload data relating to producitons completed, manhours, services, manning and cost	at HQ AAVS	Refer to Table 33-17. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 33-19

VISUAL INFORMATION (VI) LIBRARY SERVICES

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Library Counter Requests Carbon Copies at VI Library	Counter Request for Audiovisual (AV) Products/Equipment	at VI Library	Destroy 1 year after date of issue. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
2.00	Library Counter Requests Originals at VI library or Issuing Activity	library counter requests originals	at VI Library or issuing activity	Destroy or give to requester on return of product/equipment. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
3.00	Library Material Requests Carbon Copies at VI Library	Request for VI Products	at VI Library	Destroy after receipt of product or notification of denial. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
4.00	Library Material for Unclassified Productions	library material for unclassified productions	originals at Air Force central VI library sent by requesting activities and input into AUTOBOOK	Destroy 3 months after receipt. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
5.00	Library Material for Classified Productions	library material	for classified productions	Destroy 1 year after receipt. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
6.00	Library Product Invoices	library product invoices	carbon copies at regional VI library	Destroy when return date is transcribed to other records. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
7.00	VI Loan Invoice	VI loan invoice	at Air Force central VI library	Destroy when product is returned or copy record is deleted. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
8.00	Central VI Library Issued Customer Notices	Customer Notice confirmation or denial of booking status of product, and/or special messages	at requesting activity	Destroy 6 months after receipt of production or notification of denial. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
9.00	Library Product Control Cards	AV product control and AV product control slide tape kit	at VI library	Destroy 1 year after return of VI product to Air Force central library or regional VI library AUTH: N1-AFU-89-12

				See Note Number: 212, 213, 214
10.00	Library Equipment Control	library equipment control	VI equipment and use record	Destroy 1 year after equipment is turned-in, salvaged, or removed from inventory. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
11.00	Library Case Files	library case files	reports, correspondence, and related material reflecting authorization for establishment of base visual information libraries (BVIL)	Destroy upon inactivation of base. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
12.00	Library Inventory Reports	forms and/or computer listings	at VI library	Destroy 2 years after report closing date. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
13.00	Signature Cards	signature card (DD Form 577, Signature Card)	for individuals requesting or receipting for classified VI products	Destroy upon reassignment, transfer, or separation of customer. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
14.00	Library Program Publications	copies of articles	submitted for publication in base newspapers, bulletins, newsletter radio/TV broadcasts, fliers or posters, or other publicity programs	Destroy 1 year after release. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
15.00	Delinquent Return of VI Products	delinquent return of VI products	Notice of Delinquent Loan and Delinquent Return of Copies of AV Productions	Destroy when product is returned or accountability is dropped. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
16.00	Library Account Number Control Records	AUTOBOOK database entries	at Air Force central VI library	Destroy (delete) upon cancellation of account. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
17.00	Copy File Records	computer listings of copy bin assignments	at the Air Force central VI library	Destroy after 2 months. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
18.00	Product Inspections and Acceptance	product inspections and acceptance	reports on material inspection, receiving and acceptance of prints, and related records	Destroy 2 years after product is declared obsolete or removed from VI library system. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214

19.00	Library Accessions	accession forms, stamped receiving records, similar items indicating VI subjects received and entered, and identifying copy letters assigned	at VI library	Destroy 2 years after product is declared obsolete or removed from VI library system. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
20.00	Distribution and Control Records	annual 30 September report	at VI library	Destroy after 3 years. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
21.00	End of Month/Quarter AUTOBOOK Product Totals	end of month/quarter AUTOBOOK product totals	at VI library	Destroy after 1 year. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
22.00	Unclassified Daily AUTOBOOK Transaction Records	unclassified daily AUTOBOOK transaction records	at VI library	Destroy after 3 months. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
23.00	Classified Daily AUTOBOOK Transaction Records	classified daily AUTOBOOK transaction records	at VI library	Destroy after 2 years. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
24.00	AUTOBOOK VI Productions	alpha and numeric listings of VI productions in the AUTOBOOK system	at Air Force central VI library	Destroy when superseded. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
25.00	Currency Review Reports Issued by Air Force Central VI Library to OPR	annual listings of VI productions sent to OPRs to determine if productions are current, historical, or obsolete	issued by Air Force Central VI Library to OPR	Destroy when superseded. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
26.00	Curency Review Reports Returned to Air Force Central VI Library When Review is Complete	currency review reports	returned to Air Force Central VI Library when review is complete	Destroy after 2 years. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
27.00	Individual Product Case/Life Files	records pertaining to copy requirements, distribution, film identification, technical accuracy, photographic quality, film evaluation, replacement, security classification, exhibition clearances on product subjects approved, adopted, or procured for distribution; copies of contracts and material inspection and receiving reports; production requests, script	at Air Force central VI library	Destroy 2 years after product is declared obsolete or removed from VI library system. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
28.00	Inventory Reports	inventory reports	annual inventory report of production copies on loan from field units/requesters	Destroy after input into AUTOBOOK database system. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
29.00	Warehouse Pull List Unclassified Copy	computer listings of production copies to be pulled from warehouse vault	listings at Air Force Central VI Library	Destroy 2 months after warehouse pull is completed. AUTH: N1-AFU-89-12

				See Note Number: 212, 213, 214
30.00	Warehouse Pull List Classified Copy	warehouse pull list-classified copy	listings at Air Force central VI library	Destroy 2 years after warehouse pull is completed. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
31.00	Inventory Record of Classified Copies	status records of each copy of classified productions	at Air Force central VI library	Destroy 2 years after obsolescence of production. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214
32.00	Unclassified Receiving Report	unclassified receiving report	records of new production copies received in the Air Force central VI library	Destroy 3 months after receipt. AUTH: N1-AFU-89-12 See Note Number: 212, 213, 214

Table 33-20

GRAPHICS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Original and Master Graphics Products, References, and Clip Art	original and master graphics products, references and clip art	subject matter not desired for record	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Duplicate Products	duplicate products	records used to fill recurring requirements	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Drafts, Samples for Graphics Products	drafts and samples	drafts, samples for graphic products	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Graphic Work Orders	graphic work orders	VI support request (AF Form 833) and related records	Destroy 1 year after monthly VI support center workload report is prepared. AUTH: N1-AFU-91-4 See Note Number: 101, 212, 213, 214

Table 33-21

VISUAL INFORMATION PROPERTY AND EQUIPMENT

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
2.00	Television Equipment	annual programming	at HQ USAF and MAJCOMs	Destroy when no

	Programming	document for television equipment (APDTE)		longer needed. AUTH: N1-AFU-88-46 See Note Number: 212, 213, 214
3.00	Television Equipment Programming at Originating Activities	television equipment programming	at originating activities	Destroy 1 year after last FY listed in the plan. AUTH: N1-AFU-88-46 See Note Number: 212, 213, 214
4.00	Background Information and Correspondence Pertaining to the APDTE	background information and correspondence pertaining to the APDTE	other miscellaneous VI equipment requests, including equipment lists and duplicate or informational financial documents	Destroy when no longer needed or when superseded, whichever is sooner. AUTH: N1-AFU-88-46 See Note Number: 212, 213, 214

Table 33-22

COMMUNICATIONS SECURITY (COMSEC) SYSTEMS AND ACCOUNTABILITY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Material Accounting Records	vouchered COMSEC accounting reports, related records and correspondence; AFCSC COMSEC vault and USAF central office of record (COR) records; transfer reports, work orders and related records, inventories, destruction reports, and records on loaned/borrowed items	at holder accounts, custodian accounts, or COMSEC Account 616600 and used to show status of material(s), i.e. destroyed, transfered, on loan or borrowed, obsolete or no longer needed, etc.	Destroy as described in certificate of accounting clearance or 3 years after action (repair/loan/borrow/transfer, etc.)whichever is longest. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Account Inspection Records	inspection reports and related records; or semiannual self-inspection records	records or information gleaned from an inspection; semiannual or annual, self-inspection or command facilitated inspection	Destroy on receipt of a succeeding report or on inactivation of the facility, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Incident (Compromise) Files, Physical and Cryptographic Violation Logs, or COMSEC Insecurities List	physical and cryptographic logs and conslidated lists of violations; COMSEC insecurities; incident (compromise) files, involving personnel, cryptologics, and physical insecurities of COMSEC material required by AFI 33-	at cited units or other activities, MAJCOM, or AFCA and used to report COMSEC deviations or incident compromise	At unit or MAJCOM destroy 2 years after incident is closed out; at AFCA destroy 3 years after year in which incident file or log is closed out. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		212.		
4.00	COMSEC Codes and Authentication	background material from initial case request to final disposition of the COMSEC system	at AFCA	Hold until the system is deleted from the inventory, then retire to AIA central repository and destroy 25 years thereafter. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Protected Distribution System (PDS)	letters, message requests, approvals, and drawings pertaining to PDS systems	used for passing unencrypted classified information	Destroy 90 days after deactivation of PDS. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Certification Records on Equipment Modifications and Automatic Secure Voice Communications (AUTOSEVOCOM) Terminals	certification of mandatory equipment modifications; and (or) correspondence, electrical messages, approvals, and related historical data on certification of AUTOSEVOCOM terminals	at communications units and (or) provided to the COMSEC account for filing	Destroy upon receipt of succeeding certification letter; inactivation of the account; deactivation of circuit; or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	COMSEC Historical Records (Aids and Equipment)	aids and equipment, master file of background data on COMSEC material in the Air Force inventory	background data on COMSEC material in the Air Force inventory	Destroy 3 years after final destruction of COMSEC item. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	COMSEC/ TEMPEST Master Register	background communications	assigned Air Force COMSEC/TEMPEST short titles	If space is an issue, retire to AIA central repository on inactivation of unit, and destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 427
9.00	Release of COMSEC Equipment/Material to DOD Contractors/COMSEC Accounts and Other AF Agencies	release approvals for access to COMSEC equipment material by DOD contractors/COMSEC accounts	used to show access to COMSEC equipment material by DOD contractors and all other Air Force agencies	Destroy upon termination of contract or 2 years after COMSEC account is deactivated, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Approval of Administrative Telephone Within a Secure Area	coordination of material to be retained in the event precautionary destruction is implemented	at communications units and retained by the COMSEC account	Destroy on inactivation or when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	COMSEC Cryptographic Register	COMSEC cryptographic register	original and background communications	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Cryptographic Access Certificates (Air Force Communications Security [AFCOMSEC] Form 9, Cryptographic Access Certificate)	Cryptographic Access Certificates (Air Force Communications Security [AFCOMSEC] Form 9, Cryptographic Access Certificate)	originals of Air Force Communications Security [AFCOMSEC] Form 9, Cryptographic Access Certificate	If space is a problem, retire to AIA central repository and destroy when 70 years old. AUTH: GRS 18, Item 25a See Note Number: 212, 213, 214, 427

Table 33-23				
TEMPEST POLICY PLANNING AND ENGINEERING TECHNICAL AND ANALYSIS RECORDS				
	A	**B**	**C**	**D**
RULE	**If the records are or pertain to**	**consisting of**	**which are**	**then**
1.00	Air Force TEMPEST Program Records at AFCA Repository	data reflecting the policy, planning, and test results of Air Force Information Warfare Center (AFIWC) Air Force TEMPEST program efforts	at AFCA repository	Retire to AIA central repository when obsolete. Destroy 10 years after retirement. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Air Force TEMPEST Program Records at All Other Activities	Air Force TEMPEST program records	at all other activities	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Engineering Technical and Analysis Records at AFCA	data reflecting TEMPEST engineering guidance on equipment/system when a formal test is not required	at AFCA	Destroy when equipment is no longer in Air Force inventory or when no longer needed for TEMPEST purposes, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Engineering Technical and Analysis Records at All Other Activities	engineering technical and analysis records	at all other activities	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Testing Project Records	folders containing pretest site surveys, pretest coordination letters, test plans, and supplemental test data	at AFCA and TEMPEST testing organizations	Hold until 3 years after final test report has been published. Folders are destroyed on a monthly basis. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Test Reports at AFCA TEMPEST Technical Reference Library	reports containing data reflecting on the final results of a TEMPEST test, prepared by civil agencies under contract, Federal agencies, other military services, and AFTWC Technical Reference Library	at AFCA TEMPEST Technical Refernce Library	Destroy hard copy when suitable microform copy has been prepared, hold as permanent microform copy in AFCA TEMPEST Technical Reference Library. AUTH: NC1-AFU-75-64 See Note Number: 214, 482
7.00	Test Reports at All Other Air Force	test reports	at all other Air Force activities	Destroy when equipment is no longer installed or has

	Activities			been retested. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Analysts Aids	program magnetic tapes, photographs, discs, visicorder displays, and other data and records reflecting analysis procedures	at AFCA and TEMPEST testing organizations	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Evaluation of TEMPEST Testing Equipment, Techniques	case files by project number or subject	at TEMPEST testing organizations	Hold 3 years after final test report has been published, then destroy on a monthly basis. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	RED/BLACK Inspections	correspondence and records	pertaining to National Agency Communications Security Information Memorandum (NACSIM) 5203, NSTISSAM TEMPEST 2-95, RED/BLACK Installation Guidance, 12 December 1995, inspections	Destroy 1 year after all discrepancies have been corrected. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	TEMPEST Education	TEMPEST education	records, slides, movie films, pamphlets, and other related educational material	Destroy when obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	TEMPEST Reports	TEMPEST reports	reports prepared and submitted	Destroy 1 year after next report. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 33-24

COMMUNICATIONS SECURITY (COMSEC) POLICY, PLANS, REPORTS AND COLLATERAL DATA

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	COMSEC Surveillance at AIA COMSEC OPR	product reports and related data	at AIA COMSEC OPR	Retire to the AIA central repository as permanent. AUTH: NC1-AFU-75-64 See Note Number: 214
2.00	COMSEC Surveillance at AIA COMSEC Units and Other Air Force Activities	COMSEC surveillance	at AIA COMSEC Units and Other Air Force Activities	Destroy after 2 years. AUTH: N1-AFU-90-12 See Note Number: 212, 213, 214
3.00	Status Reports	data on status of completed missions during previous month, and projected	at HQ AIA and COMSEC units	Destroy after 2 years.

		missions for next three months		AUTH: N1-AFU-90-12 See Note Number: 212, 213, 214
4.00	Security Awareness Training and Education Program (Information Assurance)	records showing accomplishment of Information Assurance objectives including records of briefings presented, movies shown, educational products used, personnel trained and training reports	at AFCA and OPR	Destroy after 1 year or when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Report Background File	drafts, selected page prints, mission logs, traffic summaries, and related data that reflect the analytic background of published reports	at AIA COMSEC units	Destroy 90 days after publication of hard copy reports. AUTH: N1-AFU-90-12 See Note Number: 212, 213, 214
6.00	Collateral Data	collateral data	reference publications, digests, diagrams, summaries, and related data	Destroy when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-90-12 See Note Number: 212, 213, 214
7.00	Transcripts and Recordings	recorded telephone conversations and transcripts thereof	at AIA COMSEC units	Destroy 90 days after publication of associated COMSEC surveillance reports. AUTH: N1-AFU-90-12 See Note Number: 212, 213, 214
8.00	COMSEC Surveillance Services	COMSEC surveillance services	records of requested services, proposed projects, and consent-to-monitor records	Destroy 2 years after fiscal year in which created. AUTH: N1-AFU-90-12 See Note Number: 212, 213, 214
9.00	National COMSEC/ TEMPEST Policy, Guidance, And Planning	copies of background material to directives, plans, and memoranda issued by the National Security Council (NSC), National Telecommunications and Information Systems Security Committee (NTISSC), or JCS, and copies of related correspondence and records	at AFCA OPR	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-12 See Note Number: 212, 213, 214

Table 33-25

AUTOMATED INFORMATION SYSTEMS (AIS) SECURITY RECORDS

R	A	B	C	D

U L E	If the records are or pertain to	consisting of	which are	then
1.00	Worldwide Military Command and Control System (WWMCCS)	records defining the WWMCCS and its objectives, providing each WWMCCS site the basic policy, guidelines, techniques and procedures which can be used to implement secure, dependable WWMCCS AIS; and prescribe minimum requirements, standards, criteria, and specifications for interfacing each WWMCCS AIS site into a secure responsive teleprocessing network	at HQ USAF/MAJCOMs/FOAs and designated WWMCCS AIS sites	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Threat Documentation	records used to appraise the designated approval authority (DAA) of relative risks versus anticipated threat to AIS, facility, or site; records include threat information letters, advisories, etc.	at AIS facilities	Destroy when superseded or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	AIS Access Records at AIS Activity	records used to request access, user identification, or passwords; access approvals/ disapprovals; access need verifications; access lists or related authority documents; assigned user identification and password documents	at AIS activity	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	AIS Access Records at AIS Facilities	registers of personnel requiring/allowed access to AIS restricted or controlled areas	at AIS facilities	Destroy when superseded or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Risk Management Records	the risk analysis package; AIS and software certifications, accreditation requests; and approval by the DAA to operate an AIS or facility	at MAJCOM, DAA, or AIS activity	Disposition Pending... AUTH: Unscheduled
5.01	Risk Analysis	documentation relating to the sensitivity and criticality assessment, threat assessment, risk assessment, test and evaluation, and economic assessment of an AIS or facility	at AIS activity	Disposition Pending... AUTH: Unscheduled
5.02	Certification	documentation relating to the certification of software, an AIS, or facility, including requests for accreditation	at AIS activity	Disposition Pending... AUTH: Unscheduled
5.03	Accreditation Approved	accreditation approved	approval to operate an AIS or facility documentation	Destroy when superseded,

				obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.04	Accreditation Disapproved	accreditation disapproved	are not approved to operate an AIS or facility documentation	Destroy 1 year after disapproval. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Test Reports Prepared By or For the Air Force at Preparing Activities	reports containing data reflecting on the intermediate or final results of AIS system security features of software/hardware and other tests leading to the certification of an AIS or facility	at HQ USAF/MAJCOMs/FOAs	Hold in office area 5 years and then destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Test Reports Received From Other Military Services or Federal Agencies	reports containing data reflecting on the intermediate or final results of AIS system security features of software/hardware and other tests leading to the certification of an AIS or facility	at HQ USAF/MAJCOMs/FOAs,	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Audit Documents	automatic or manual records (audit trails) that identify AIS access attempts (pass or fail), security-relevant actions or events, and security violations: changes in security profiles or security level, or privileges of programs, users or systems	at AIS activity	If the DoD information system contains sources and methods intelligence (SAMI), then audit records are retained for 5 years. Otherwise, audit records are retained for at least 1 year. AUTH: GRS 20, Item 1c
9.00	Vulnerability/ Incident Reports	upchanneled reports identifying AIS security vulnerabilities and incidents	at MAJCOMs/FOAs and AIS activities reporting vulnerability or incident	Disposition Pending... AUTH: Unscheduled
10.00	Other Reports That Identify AIS Security Vulnerabilities and Incidents	permit the alerting of Air Force AIS activities of high probability security threat manifestation	at MAJCOMs/FOAs and AIS activities or facilities	Disposition Pending... AUTH: Unscheduled
11.00	AIS System Security Documents	records which describe AIS, classification thereof, current status, to include threat and risk, other physical or environmental factors, corrective actions to problems and requests for waivers or exceptions to established security	at MAJCOMs/FOAs and AIS activities and facilities	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		installation criteria		
12.00	AIS Security Records	AIS security records	records defining AIS security programs for a specific AIS facility and its objectives, providing each with the basic policy, guidelines, techniques, and procedures which can be used to implement secure, dependable AIS; trusted system documentation including the trusted facility manual (TFM), security features user guide (SFUG), etc.; and prescribes minimum requirements, standards, criteria and specifications for interfacing each AIS facility into a secure, responsive teleprocessing network; also any type of reports which relate to AIS audit compliance with security procedures	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	AIS Operational Publications	microform which describes the AIS and the classification; microform copy of the operation manual (OM) and user manual (UM) and program maintenance manual (MM) of each AIS which are not part of record sets of publications	at MAJCOMs/ FOAs and AIS facilities	Destroy when AIS is discontinued, superseded, or totally redesignated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Contingency Planning	documents related to the development, implementation, and testing of contingency planning for an AIS, facility, or site	at AIS facility and site	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Security Policy Compliance Reporting	documents, records, charts, and matrix used to measure compliance with C4 systems security policy in accreditation, intrusion incidents, and malicious logic (e.g., virus, worms, Trojan horses) incidents	at MAJCOMs/FOAs and AIS activities	Disposition Pending... AUTH: Unscheduled

Table 33-26

NONERASABLE MEDIA

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	ADP Program Card Files	ADP program card files	punched cards containing common language source program data (source deck)	Destroy when the source deck placed on tape or disk and a grandfather backup is achieved. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214
2.00	Machine-Punched Cards	machine-punched cards	containing coded machine language instructions arranged in proper sequence (object deck)	Destroy after successful completion of a program revision or after related program is removed from system. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 429
3.00	Prepunched Utility or Processor Program	prepunched utility or processor program	card decks used to update installations systems software	Destroy after receipt and successful use of new cards from the manufacturer or programmer, or 1 year after discontinuance of program or system. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Job Stream Card Decks	job stack, job control	used to activate program-processing modules performing a data processing job	Destroy individual cards or sets of cards when replaced by new cards and when necessary changes are made to appropriate date processing manuals. AUTH: N1-AFU-90-3 See Note Number: 143, 212, 213, 214
5.00	ADP Program Control Cards Pertinent to a Specific Run or Cycle	ADP program control cards pertinent to a specific run or cycle	punched cards containing data for program control generated by the producer or user	Destroy individual cards or sets of cards when replaced by new cards and when necessary changes are made to appropriate date processing manuals. AUTH: N1-AFU-90-3 See Note Number: 143, 212, 213, 214
6.00	ADP Program Control Cards for Repetitive Use and Updated Either by ADP or User	punched cards containing data	for program control generated by the producer or user	Destroy individual cards after replacement by new cards; destroy control deck 1 year after program is removed from system or after system is discontinued. AUTH: N1-AFU-90-3 See Note Number: 143, 212, 213, 214
7.00	ADP Source Data Cards (or paper tape as applicable)	punched or paper tape containing data abstracted from source documents and used for conversion to magnetic tape or for processing on EAM equipment created after January 1, 1970	held by ADP operational elements as backup to magnetic tape or disk	Destroy when related magnetic file is proven to be satisfactory and has grandfather backup. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	EAM Output Listings and Reports	EAM output listings and reports	punched or paper tape containing data abstracted from source documents and used for conversion to magnetic tape or for processing on EAM equipment created	Destroy after 6 months if used in processing without being converted to magnetic media. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

			after January 1, 1970	
9.00	ADP Source Data Cards on Magnetic Media	punched or paper tape containing data abstracted from source documents and	used for conversion to magnetic tape or for processing on EAM equipment created after January 1, 1970	Destroy after verification of data on related magnetic media. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Punched Cards Contain Original Entry Data	punched cards contain original entry data	film or written inserts	Destroy IAW instructions applicable to the hard copy or other files documenting the same process, transaction, or case. N1-AFU-90-3 See Note Number: 212, 213, 214, 439

Table 33-27

TELECOMMUNICATIONS SERVICE LEASING RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Long-Hand Communications Circuits, Equipment and Services at TCO	historical records including commercial communications work order, TSR, TSO, modified use of leased communications facilities, summary of authorized equipment and services, individual telephone service record, communications service authorization (CSA), letters of military necessity; traffic and feasibility studies and surveys, electronic data processed communications service authorizations (EDP-CSA), equipment order, request for communications service, and other pertinent records or correspondence	at the telecommunications certification office (TCO) and base communications office and MAJCOM communications management office	Destroy 1 year after service is discontinued, provided any corrective action required by audit has been accomplished (EXCEPTION: destroy CSAs after verification of recapitulation action). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Long-Hand Communications Circuits, Equipment and Services Other Than Activities	long-hand communications circuits, equipment and services other than activities	at other than activities covered in Rule 1	Destroy 1 year after individual service is discontinued. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Long-Hand Communications Circuits, Equipment and Services Disapproved Requests	long-hand communications circuits, equipment and services	disapproved requests	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Locally Leased Circuits, Equipment, and Services	historical records including CSAs, TSRs, TSOs, modified use of leased communication facilities, equipment order, local communications service	at Air Force procurement offices	Disposition Pending... AUTH: Unscheduled See Note Number: 212, 213, 214

		request, summary of authorized equipment and services, local communications service order, individual telephone service record, letters of military necessity, traffic and feasibility studies and surveys, request for communications services, and other pertinent documents or correspondence		
5.00	Locally Leased Circuits, Equipment and Services Except in the Federal Republic of Germany	locally leased circuits, equipment and services	office copies at all other locations except (FRG)	Destroy 6 months after service is discontinued. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.01	CSA's Locally Leased Circuits, Equipment and Services Except in the FRG	CSA's locally leased circuits, equipment and services except those	in the FRG	Destroy after verification of recapitulation action. See Note Number: 212, 213, 214
6.00	Locally Leased Circuits, Equipment and Services Located in the FRG	locally leased circuits, equipment and services	at units located in FRG	Destroy 1 year after service is discontinued provided any corrective action required by audit has been accomplished. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Review and Revalidation of Long-Hand Communications Circuits, Equipment and Services	review and revalidation of long-hand communications circuits, equipment and services	justification records, reports, and other related records	Destroy 1 year after being superseded by a letter review or revalidation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Administrative Support	administrative support	transitory records such as recurring issues of commercial companies pricing sheets tariffs; recurring reports from DISA, Defense Information Systems Network Service Center (DITCO)(formerly DECCO), etc.; and other perishable data or information	Destroy when superseded or upon receipt of current issues. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 33-28

CERTIFICATE MANAGEMENT AUTHORIZATION (CMA) RECORDS

RUL	A	B	C	D
	If the records are	**consisting of**	**which are**	**then**

E	or pertain to			
1.00	Class 2 Certificate Authorization (CA) During System Initialization	Class 2 Certificate Authorization (CA) during system initialization	CMA archive records including system initialization records covering CMA accreditation (when necessary), certificate practice statement (CPS), and any contractual agreements to which the CMA is bound; system equipment configuration records; and CMA operational records such as modifications or updates, certificate requests and revocation requests, subscriber identity authentication documentation as required, documentation of receipt and acceptance of certificates (including DD Forms 2841 and 2842), documentation of receipt of tokens, all certificates and certificate revocation list (CRL) (or other revocation information) as issued or published, security audit records and data, other data or applications sufficient to verify arhive contents and all work-related communications to or from the PMA, other CMAs, and compliance auditors	Destroy after 7 years. AUTH: N1-AFU-03-9 See Note Number: 26, 29, 32, 53, 62, 76, 87, 212, 213, 214
2.00	Class 3 Certificate Authority (CA) During System Initialization	Class 3 Certificate Authority (CA) during system initialization	CMA archive records including system initialization records covering CMA accreditation (when necessary), certificate practice statement (CPS), and any contractual agreements to which the CMA is bound; system equipment configuration records; and CMA operational records such as modifications or updates, certificate requests and revocation requests, subscriber identity authentication documentation as required, documentation of receipt and acceptance of certificates (including DD Forms 2841 and 2842), documentation of receipt of tokens, all certificates and certificate revocation list (CRL) (or other revocation information) as issued or published, security audit records and data, other data or applications sufficient to verify arhive contents and all work-related communications to or from the PMA, other CMAs, and compliance auditors	Destroy after 10 years. AUTH: N1-AFU-03-9 See Note Number: 26, 29, 32, 53, 62, 76, 87, 212, 213, 214
3.00	Class 4 Certificate Authority (CA) During System Initialization	Class 4 Certificate Authority (CA) during system initialization	CMA archive records including system initialization records covering CMA accreditation (when necessary), certificate practice statement (CPS), and any contractual agreements to which the CMA is bound; system equipment configuration records; and CMA operational records such as modifications or updates, certificate requests and revocation requests, subscriber identity authentication documentation as required, documentation of receipt and acceptance of certificates (including DD Forms 2841 and 2842), documentation of receipt of tokens, all certificates and certificate revocation list (CRL) (or other revocation information) as issued or published, security audit records and data, other data or applications sufficient to verify arhive contents and all work-related communications to or from the PMA, other CMAs, and compliance auditors	Destroy after 20 years. N1-AFU-03-9 See Note Number: 26, 29, 32, 53, 62, 76, 87, 212, 213, 214

Table 33-29

NETWORK MANAGEMENT

RU	A	B	C	D
	If the	**consisting**	**which are**	**then**

L E	records are or pertain to	of		
1.00	Nightly Backup Tapes	backup tapes	to recover data. These tapes are not to be used for record keeping purposes unless the system meets DoD 5015.2 Std requirments of an Electronic Record Keeping System (ERKS).	Delete when the identical records have been deleted, or when replaced by a subsequent backup file. AUTH: GRS20, Item 8b See Note Number: 445
2.00	End-of-Month Tape	backup tapes	to recover data. These tapes are not to be used for record keeping purposes unless the system meets DoD 5015.2 Std requirments of an Electronic Record Keeping System (ERKS).	Delete when the identical records have been deleted, or when replaced by a subsequent backup file. AUTH: GRS20, Item 8b See Note Number: 630
3.00	End of Year Tapes (4 Tapes)	back up tapes	to recover data. These tapes are not to be used for record keeping purposes unless the system meets DoD 5015.2 Std requirmenets of an Electronic Record Keeping System (ERKS).	Delete when the identical records have been deleted, or when replaced by a subsequent backup file. See Note Number: 632

Table 33-30

PRIVACY ACT PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Privacy Act General Administrative Files	records	relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records	Destroy when 2 years old. AUTH: GRS 14, Item 26
2.00	Requests Granting Access	requests from individuals for access to their records	files that include original request, reply, and related documents (excluding official file copy of requested records)	Destroy 2 years after date of reply. AUTH: GRS 14, Item 21a(1)
3.00	Requests for Access Totally or Partially Denied and Not Appealed	requests for access	totally or partially denied and not appealed	Destroy 5 years after date of reply. AUTH: GRS 14, Item 21a(3)a
4.00	Requests for Access Totally or Partially Denied and Appealed	request for access	exclusive of records in Rule 6	Destroy with the approved disposition instruction for the related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later. AUTH: GSR 14, Item

				22b
5.00	Request to Amend Agreed to by Agency	request to amend	individuals request to amend, copies of agencys replies, and related materials	Destroy with the approved disposition instruction for the related subject individuals record or 4 years after agencys agreement to amend, which ever is later. AUTH: GSR 14, Item 22a
6.00	Requests to Amend Refused by Agency	request to amend	agency's replies, statement of disagreement, justification for refusal to amend and related material	Destroy with the approved disposition instructions for the related subject individuals record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later. AUTH: GSR 14, Item 22b
7.00	Appealed Request to Amend	appealed request to amend	files created in response to appeals	Destroy with the approved disposition for subject individuals record or 3 years after final adjudication by courts, whichever is later. AUTH: GSR 14, Item 22c
8.00	Accounting of Disclosures (Including HIPAA)	records used for maintaining an accurate accounting of the name, address, date, nature and purpose of each disclosure. Health Information Portability and Accountability Act of 1996 (HIPAA)will be kept according to DoD 6025.18 and Note 230.	accounting disclosures must portray an accurate reflection of who this information was released to.	Destroy with the approved disposition instructions for the related subject individual's records or 5 years after the disclosure for which the accountability was made, whichever is later. HIPAA records are retained according to DoD 6025.18. AUTH: N1-AFU-90-3 See Note Number: 230, 529
9.00	Reports of Systems of Records	records relating to preparation, coordination and submission of notices of systems of records for publication in the Federal Register, including reports of new or changed systems, public or government agency comments and responses, published systems notices, justifications and approvals of exemptions, and annual or other evaluations of the relevancy and necessity of information in systems of records	at AF-CIO, Privacy Act offices, and offices of systems managers	Destroy when 2 years old. AUTH: GRS 14, Item 26
10.00	Official File Copy of Requested Record	official files	copies of requested records	Dispose of in accordance with disposition instruction

				for the related record, or with Privacy Act request, whichever is later. AUTH: GRS 14, Item 21b
11.00	Privacy Act Reports	Privacy Act reports	recurring and one-time reports relating to agency implementation	Destroy after 2 years. AUTH: GRS 14, Item 25
12.00	Response to Request for Nonexistent Records, Inadequate Descriptions and Failure to Pay - Not Appealed	response to request for nonexistent recordsm inadequate descriptions and failure to pay - not appealed	original request, copy of reply and related supporting documents	Destroy 2 years after date of reply. AUTH: GSR 14, Item 21a(2)(a)
12.01	Response to Request for Nonexistent Records, Inadequate Descriptions and Failure to Pay Appealed	response to request for nonexistent records, inadequate descriptions and failure to pay	appealed	Destroy with the approved disposition instructions for the related subject individuals record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later. AUTH: GRS 14, Item 22b
13.00	Receipts for Monies	receipts, cash collection sheets and related data	maintained by offices collecting fees for copies of records	Destroy when 3 years old. AUTH: GRS 6, Item 4, N1-AFU-90-3 See Note Number: 530
14.00	Privacy Act Legal Opinions	opinions establishing precedent or based on precedent opinions	maintained in case file	Destroy when no longer needed. AUTH: N1-AFU-90-3
15.00	Privacy Act Registers or Listings	Privacy Act registers or listings	registers and similar records listing date, nature of request and name and address of requester	Destroy 5 years after date of last entry. AUTH: GSR 14, Item 24a

Table 33-31

RECORDS OF THE CHIEF INFORMATION OFFICER

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Information Technology (IT) Program Planning Records	records relating to the development of agency IT programs	strategic and tactical plans; reports and statistics documenting quantitative and qualitative performance measures; reports on IT portfolio management; and related clearance and review records.	Cut off annually. Destroy/delete when 7 years old or when no longer needed, whichever is later. GRS 27, Item 1 See Note Number: 212, 213, 214, 246

2.00	Enterprise Architecture Records	technical reference models, diagrams, graphics, models, sequencing plans, and narratives.	describing the agency's baseline or target Enterprise Architecture (EA).	Cut off when superseded by a new iteration of the enterprise architecture. Destroy/delete when 7 years old or when no longer needed, whichever is later. GRS 27, Item 2 See Note Number: 212, 213, 214
3.00	IT Capital Investment Records	reports on IT capital investments.	capital asset plans, OMB Exhibit 300 business cases for major investments, systems, acquisitions, or operational assets identified in the agency's capital investment portfolio, and related clearance and review records	Cut off annually. Destroy/delete when 7 years old or when no longer needed, whichever is later. GRS 27, Item 3 See Note Number: 212, 213, 214, 249
4.00	Legal and Regulatory Compliance Records	records of agency-wide compliance with Federal laws and regulations	governing information resources management	Cut off annually. Destroy/delete when 5 years old. GRS 27, Item 4 See Note Number: 212, 213, 214
5.00	CIO Committee Records	CIO commitee records	meeting minutes, summaries, agendas, transcripts, reports, studies, publications, membership records, correspondence, mailing, distribution records, and other administrative committee records	Cut off annually. Destroy/delete when 5 years old. AUTH: GRS 27, Item 5 See Note Number: 212, 213, 214, 250
6.00	CIO Subject and Office Records	other mission-related briefings, reports, presentations, studies and correspondence of the CIO	not directly related to the schedule items described above	Cut off annually. Destroy/delete when 5 years old. GRS 27, Item 6 See Note Number: 212, 213, 214, 254
7.00	CIO Schedule of Daily Activities	official calendars, appointment books, schedules, logs and diaries	from the Chief Information Officer (CIO) Office	Destroy/delete when no less than 2 years but not more than 5 years old. GRS 27, Item 7 See Note Number: 212, 213, 214, 251
8.00	Emails and Other Short-Term (180 days or less) Records	records of short-term interest, including in electronic form (e.g., email messages), which have minimal or no documentary or evidential value. Includes routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; and records that have no further administrative value after the recordkeeping copy is made	copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives that are used only to produce the recordkeeping copy	Destroy within 180 days or sooner. This rule allows implementation of the auto-delete feature of electonic mail systems. GRS 27, ITEM 7 See Note Number: 212, 213, 214

8.01	Copies of Electronic Mail and Word Processing Maintained in addition to Recordkeeping Copy	copies of electronic mail and word processing mantained in addition to recordkeeping copy	copies used for dissemination, revision, or updating	Destroy/delete when dissemination, revision, or updating is complete. GRS 27, ITEM 8b See Note Number: 212, 213, 214

Table 34-1

MORALE, WELFARE AND RECREATION

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Services Programs	service programs	studies, directives, and analyses reflecting organization of programs, and conduct and result of program activities	Retire as permanent. AUTH: NC1-AFU-80-8 See Note Number: 2
2.00	Support for Services Activities	support for services activities	supply records, fund budgets	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 73, 212, 213, 214
3.00	Photography Contests	photography contests	photo entries in four groups	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Recreation Programs	recreation programs	records concerning sports, motion pictures, service clubs and entertainment, youth programs, special interest groups, and similar activities not covered elsewhere	Destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Professional Entertainers	professional entertainers	locator cards for professional entertainers of foreign nationality performing in overseas military establishments	Destroy on inactivation of activity. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Triennial Survey and Prioritization	base survey results and plans for future development of MWR programs	at bases	Destroy after 6 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.01	Services Program Plan	services program plan	annual base-level plans for current and future services programs	Destroy after 4 years. AUTH: N1-AFU-90-3 See Note Number:

				212, 213, 214
7.00	Services Facilities Programming List Report	services facilities programming list report	facilities listing that portrays facility data to services managers	Destroy when new list is received. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Services Facilities Programming List Report Key Punch Cards	services facilities programming list report key punch cards	used to update or provide new facility information	Destroy cards when necessary information has been entered into the system. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Services Facilities Programming List Report Correspondence	services facilities programming list report correspondence	data which provide instructions or facility information	Destroy after 1 year or when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Logistics Support Records	logistics support records	a variety of records pertaining to the logistics support of service facilities and activities	See appropriate functional table and rule to which the records belong. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Air Force Excess/Surplus Property Issue Slips, Supply Loan Receipts	involvement of excess property received from Defense Reutilization Marketing Office (DRMO)	at logistics branch	Destroy when property is turned into DRMO. AUTH: N1-AFU-88-33 See Note Number: 212, 213, 214
12.00	Excess/Surplus Property Registers Control Numbers	expandable issue registers, turn-in slips	at logistics branch	Destroy after 2 years. AUTH: N1-AFU-88-33 See Note Number: 212, 213, 214
13.00	Slot Machine Status Reports	slot machine status reports	base level inputs	Destroy when superseded or no longer needed, whichever is later. AUTH: N1-AFU-90-4 See Note Number: 212, 213, 214

Table 34-2

AERO CLUB RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**

1.00	Meetings	minutes of safety; board of governors; standardization and general membership; and others	used for safety, organizational, and operational requirements	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Pilot Information File (Volume II)	important flying safety information for pilots	necessary to improve the aero club safety program	Destroy after 1 year or as safety information item directs. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Aero Club Membership and Training Folder Requested by Member	aero club memebership amd training folder requested by member	membership applications (AF Form 1710, Membership Application--AFB Aero Club), official orders (Reserve and Guard personnel), standardized answer sheets, pilot check-out records (AF Form 1584, USAF Aero Club Standardization Record), and other data required by club manager used for membership, administrative, and standardization purposes	Release to the individual member on transfer or termination of membership, provided the member's account is cleared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.01	Aero Club Membership and Training Folder Not Requested by Member	membership applications (AF Form 1710, Membership Application--AFB Aero Club), official orders (Reserve and Guard personnel), standardized answer sheets, pilot check-out records (AF Form 1584, USAF Aero Club Standardization Record), and other data required by club manager	used for membership, administrative, and standardization purposes	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	FAA Training Records	FAA training records	records required by the FAA which reflect the participation and accomplishment of students enrolled in an FAA approved course	Destroy 1 year after student graduates, terminates enrollment or transfers to another school. AUTH: N1-AFU-90-3 See Note Number: 54, 212, 213, 214
5.00	Individual Veterans' Administration (VA) Training/Certification	all records required by the VA which reflect the participation, training and accomplishments of each student enrolled in a VA-approved course	used to certify the training of each student and certification of payments by the VA	Destroy 3 years after termination of enrollment. AUTH: N1-AFU-90-3 See Note Number: 176, 212, 213, 214
6.00	Daily Aircraft Operational Forms	daily aircraft operational forms	reports of flight and aircraft usage and servicing which are	Destroy in 100-hour increments.

			used for daily aircraft operation, discrepancies, repair, usage and servicing	AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Aircraft Records and Maintenance Records	airframe and engine log books, certificates of registration, air worthiness, and associated records	required by FAA	Transfer with aircraft or dispose of as required by appropriate FAA directives. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Covenant Not to Sue and Indemnity Agreements	Covenant Not to Sue and Indemnity Agreements	AF Form 1585, Covernant Not To Sue and Indemnity Agreement	Destroy 6 years after period of agreement. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Aero Club Personnel Services Contracts	Aero club personnel services contracts	used to obtain Aero club flight instructors, mechanics, and supervisors of flying	Disposition pending... AUTH: Unscheduled See Note Number: 212, 213, 214
10.00	Aircraft Lease Agreements	contracts	used to lease Aero club aircraft	Disposition pending... AUTH: Unscheduled See Note Number: 212, 213, 214
11.00	Reports and Records, General Correspondence	reports and records, general correspondence	not covered elsewhere in this table	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Aircraft Accident/Incident Reports	reports and related records	used in reporting and investigating Aero club aircraft accidents/incidents at Aero clubs	Destroy after 2 years or on inactivation, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 34-3

LIBRARIES

RUL	A	B	C	D
	If the records are	**consisting of**	**which are**	**then**

E	or pertain to			
1.00	Library Acquisitions (Locally-Funded)	requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records	control records accumulated by librarians for materials procured from locally funded appropriated or nonappropriated funds, or received from any other source	Destroy 3 years after final payment. AUTH: GRS 3, Item 3a(1)(b) See Note Number: 212, 213, 214
1.01	Library Acquisitions (Centrally Funded)	requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records	control records accumulated by librarians for materials procured from centrally funded sources	Destroy 6 years and 3 months after final payment. AUTH: GRS 3, Item 3a(1)(a) See Note Number: 212, 213, 214
2.00	Library Disposition Files	shipping documents, turn-in slips, schedule of collections, inventory adjustment vouchers, and related records	records of each item withdrawn from permanent holdings of a library collection	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Library Shelf Lists	official card listings of reading and reference material which are the permanent collection of Air Force libraries, set up IAW rules of professional librarianship	cards or holdings transferred as a complete library collection	Transfer with collection. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Cards on Dissolved Library Collections	cards	on dissolved library collections	Destroy 1 year after dissolution of library. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Cards on Material Removed From a Collection	cards	on material removed from a collection	Transfer with record or destroy after 1 year, whichever is applicable. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Card Catalogs	card catalogs	author, title, and subject index to permanent holdings of library collection maintained IAW rules of professional librarianship	On transfer of a complete collection, send with collection or destroy on removal from or dissolution of collection. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Library Loans	library loans	book cards, reserve cards, overdue notices, and similar records of the charge-out system	Destroy when expended. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Library Materials Issued to Individuals and Activities for Indefinite Periods	library materials issued to individuals and activities for indefinite periods	requests for issue or turn-in, duplicate shelf list cards, bookmarks, and comparable records	Destroy when material is returned, on consolidation of records, or on other proper settlement of responsibility. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Library Balance	library balance on hand	records containing total	Destroy 1 year after

	on Hand		number of items in permanent library collections; records of all additions and withdrawals	transfer of the complete collection or on dissolution of library. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Reports of Audit	reports of audit	reports of library control records	Destroy after 1 year provided any corrective action required has been accomplished. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Annual and Semiannual Library Reports	annual and semiannual library reports	statistics of library holdings and operation	Retain in the accumulating office for the life of the library; destroy upon inactivation of the library. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Reciprocal Library System Records	correspondence and related records establishing a base library as a member of a regional system of cooperating libraries	at base libraries and monitoring headquarters	Destroy when superseded, obsolete, upon dissolution of agreement, or inactivation of base, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 34-4

CHILD CARE CENTERS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Child Care Operations	cards used as a patron registration record; authorization for medical treatment in emergency situations; identify child and sponsor; and to record immunizations, known allergies, and special instructions; related records to include child care food program records under P.L. 95-627, National School Lunch Act; and enrollment data	at child care centers	Destroy upon reassignment or discharge of sponsor or after period specified in intergovernmental agreements with state or local agencies designated to monitor child care centers, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Child Care Operations Registers	child care operations registers	daily record of attendance, collection of fees, and sign-in/out of patrons; and related records	Destroy after 3 years or after period specified in intergovernmental agreements with state or local agencies authorized to monitor child care centers, whichever is later.

				N1-AFU-90-3 See Note Number: 212, 213, 214, 440
3.00	Child Care Operations Medical Permission/Incident Forms	child care operations medical permission/incident forms	a record of injuries; parental permission to administer medications; and which record serious accidents, illnesses, etc; and related records	Destroy after 3 years or when no longer needed, whichever is later. N1-AFU-87-43 See Note Number: 212, 213, 214, 441
4.00	Child Care Operations Attendance Forms	child care operations attendance forms	forms which record hourly head counts of staff and children, room attendance, and related records	Destroy after 3 years or when no longer needed, whichever is later. N1-AFU-87-43 See Note Number: 212, 213, 214, 441
5.00	Child Care Operations Weekly Activities Report	child care operations weekly activities report	forms which record weekly activities for children; reports used to provide information to higher headquarters; and related records	Destroy after 3 years or may be kept for historical purposes up to 5 years. AUTH: N1-AFU-87-43 See Note Number: 212, 213, 214
6.00	Child Care Operations Licensing of Family Day Care Home Providers	child care operations licensing of family day care home providers	forms, letters, and reports used in licensing of family day care home providers; forms recording injuries or incidents occurring in family day care homes; and related records	Destroy 3 years after family day care home operation ceases due to reassignment or discharge of sponsor, or voluntary or involuntary termination of family day care services; or until no longer needed; whichever is later. N1-AFU-87-43 See Note Number: 212, 213, 214, 441
7.00	Patron Reservations Forms	patron reservations forms	record patron reservations and related records	Destroy after 3 years when no longer needed, whichever is later. AUTH: N1-AFU-87-43 See Note Number: 212, 213, 214
8.00	Family Day Care Homes	case files of family day care providers' applications; agency checks from mental health, security police, housing, and social actions; training information; proof of insurance or personal liability and agreement to indemnify the U.S.; checklists from fire, safety, environmental health, family day care coordinator; emergency provider information; proof of first aid training; copy of the license and other reports	maintained by the family day care coordinator	Destroy 1 year after discontinuance of family day care home or until no longer needed, whichever is later. AUTH: N1-AFU-87-43 See Note Number: 212, 213, 214
9.00	Case Files of Inactive or Suspended Family Day Care Homes	case files	of inactive or suspended family day care homes	Destroy 1 year after discontinuance of family day care home or until no longer needed,

				whichever is later. AUTH: N1-AFU-87-43 See Note Number: 212, 213, 214
10.00	Case Files of Denied or Cancelled Family Day Care Homes	case files	of denied or cancelled family day care homes	Destroy 3 years after date of denial or cancellation. AUTH: N1-AFU-87-43 See Note Number: 212, 213, 214

Table 34-5

CONTROL, PROCUREMENT AND SALE OF ALCOHOLIC BEVERAGES

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Establishment of Alcoholic Beverage Outlet	establishment of alcoholic beverage outlet	letters and supporting records used as a basis for establishment of an alcoholic beverage function	Destroy 2 years after discontinuance of outlet or instrumentality is dissolved. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Management Records	correspondence, records of purchases, and related data	used to plan programs	Destroy after 2 years or when no longer needed, whichever is applicable. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Procurement Guidance Records	procurement guidance records	policy records, guidance, laws, statutes used to determine procurement procedures	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Controls on Sale/Use of Alcoholic Beverages	controls on sale/use of alcoholic beverages	letters, messages, operating instructions, etc.	Destroy when obsolete, superseded, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Permits, Stamps, Taxation	permits, stamps, taxation	applications, forms, correspondence, as required by law	Destroy upon renewal or replacement. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Pricing	information on pricing, surveys, etc.,	used to price alcoholic beverages	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Packaged Alcoholic Beverages Sales Slips	sales slips/purchase register	at alcoholic beverage outlets	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Sales Slip Book Log	sales slip book log	sales slip book log used to record the issue, use, and destruction of sales slips	Destroy 1 year after last entry. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 34-6

AIR FORCE OPEN MESS PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Establishment of Air Force Clubs	establishment of Air Force Clubs	charters with related records	Destroy 2 years after discontinuance of open mess or 2 years after the instrumentality is dissolved. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Meetings	meetings	minutes of nonappropriated funds council, advisory committee, and general membership meetings	Destroy 2 years after minutes of meetings no longer apply to or impact on the operation of the open mess. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Membership Data or Reports	membership data or reports	membership applications, rosters, studies or reports used for planning or promotional purposes	Destroy upon transfer of member or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Training Programs, Workshops, or Seminars	training programs, workshops or seminars	handouts, pamphlets, training aids, rosters, and related material	Destroy after 2 years, when superseded, or no longer needed, whichever is applicable. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Planning, Developing, or Establishing Training Programs or Policy	policy	planning, developing or establishing training programs or policy	Destroy after 2 years, when superseded, or no longer needed, whichever is applicable. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Sanitation and Housekeeping	sanitation and housekeeping	reports and related records required to operate food and beverage programs	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Food Service Sanitation Checklist	checklist	food service sanitation checklist	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Supplies and Equipment	supplies and equipment	forms, letters, lists, requisitions	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Facility Maintenance, Repair, Improvement, or Construction	facility maintenance, repair improvement or construction	work orders; service call logs; AF Forms 1391, Group Purchase Voucher for Personal Deposit Fund; project booklets; letters; and related records	Destroy 3 years after fiscal completion. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

10.00	Essential Feeding	essential feeding	designation of an open mess as an essential feeding facility with related records	Destroy 2 years after the open mess is dissolved or when the commander rescinds the essential feeding facility designation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Safety	safety programs	bulletins, rosters, or visual aids needed to encourage safety programs	Destroy when obsolete, superseded, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Advertising, Promotions, Publicity, Public Relations	advertising, promotions, publicity, public relations	posters, calendars, flyers, and planning records	Destroy after 1 year or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Reports of Inspection, Audit, or Visit	reports of inspection, audit or visit	reports, responses, or related correspondence	Destroy after 4 years or when superseded by a later audit/visit/inspection. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Club Operating Continuity Files	files	club operating continuity files	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Club Management	club management	letters, analyses, studies, and other related data used in planning the open mess programs	Destroy after 1 year or when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Papers, Forms, Tapes, Scatter Sheets, and Other Supporting Records	papers, forms, tapes, scatter sheets amd other supporting records	used to develop policy or programs	Destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Accounts Control Copies	copies which reflect food and beverage items	purchased or charged by member or guest	Destroy after 3 months, provided account is clear. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Club Guest Checks Package Liquor Sales	sales	club guest cheks package liquor sales	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Club Guest Checks Kitchen Copy	copies	club guest checks kitchen copy	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 34-7

GENERAL MEMBERSHIP CLUBS

RUL	A	B	C	D
	If the records	**consisting of**	**which are**	**then**

E	are or pertain to			
1.00	Establishment of General Membership Clubs Constitution and By-Laws	establishment of general membership clubs constitution and bu-laws	policy directives, authorizations, property rewards, studies, charts, and related correspondence	Destroy 2 years after discontinuance or 2 years after the instrumentality is dissolved. N1-AFU-90-3 See Note Number: 212, 213, 214, 442
2.00	Changes to Policy Directives	change to policy directives	(except published standards directives), authorizations, and/or background and support papers	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Minutes of Meetings	minutes of meetings	minutes of club, advisory, and standing committee meetings	Destroy 2 years after minutes no longer impact on the operation of the general membership clubs. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Inspection Reports Conducted by Command Requirements	inspection reports conducted by command requirements	reports, except those in Rule 5, conducted by command requirements or as directed by higher authority	Destroy on discontinuance of a club operation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Inspection Reports at Riding Clubs	inspection reports at riding clubs	reports made of riding clubs, animals, stalls, arena, etc.	Destroy 2 months after inspection is recorded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Firearms / Ammunition Transactions	records on sale of ammunition, invoices and receipts for resale, firearms acquisition and disposition records, sworn statements and returns receipts for lost, stolen, or inoperative firearms and inventory of weapons	at membership club offices	Destroy 2 years after the end of the year bought. N1-AFU-90-3 See Note Number: 212, 213, 214, 443
7.00	Membership Locator Cards and Records	membership locator cards and records	member's locator cards and dues records	Destroy after 2 years or expiration date of membership. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Membership Club Information Report	membership club information report	annual memberships club report	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 444

Table 34-8

CEMETERY AND BURIAL RECORDS

R	A	B	C	D

U L E	If the records are or pertain to	consisting of	which are	then
1.00	Cemetery Operations	cemetery operations	operating records related to burial space, cost of operations, maintenance and operations of base cemeteries	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Reserving Grave Sites	reserving garve sites	records reserving sites in Air Force base cemeteries maintained by name of individual	Destroy on cancellation of grave site or reservation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.01	Reserving Grave Site Cancellations	reserving grace site cancellations	cancellations	Hold until installation is inactivated then send to gaining organization for destruction when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Interment Reports	periodic reports of interments, available grave sites, grave site reservations, and similar reports	at MAJCOMS	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 214
3.01	Interment Reports at Bases	periodic reports for interments, available grave sites, grave site reservations and similar reports	at bases	Retire as permanent upon inactivation or when cemetery is placed in an inactive status. AUTH: N1-AFU-90-22 See Note Number: 215
4.00	Vital Statistics Reports	vital statistics reports	reports to state or local vital statistics offices	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 34-9

DISPOSITION OF REMAINS OF DECEASED PERSONNEL

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Air Force or Unknown Personnel	record copies of checklists of current deaths occurring outside or inside the CONUS, disposition of remains--reimbursable basis (for overseas use), preparation and inspection of report, certificate of death (overseas), request for payment of funeral and/or interment expense, identification findings and conclusions, personal property inventory, instructions for disposition of remains, order appointing summary court officer or escort, purchase and delivery orders, paid vouchers, or Army (USA) or Navy (USN) forms	used in lieu of above related records	Retire as permanent. AUTH: N1-AFU-04-4 See Note Number: 231, 232
2.00	Foreign Nationals Who Died While in Training	record copies of checklists of current deaths occurring outside or inside the	used in lieu of the above and related	Destroy 75 years after

	in the United States	CONUS, disposition of remains--reimbursable basis (for overseas use), preparation and inspection of report, certificate of death (overseas), request for payment of funeral and/or interment expense, identification findings and conclusions, personal property inventory, instructions for disposition of remains, order appointing summary court officer or escort, purchase and delivery orders, paid vouchers, or Army (USA) or Navy (USN) forms	records	case closure. AUTH: N1-AFU-04-4 See Note Number: 212, 213, 214, 232, 233
3.00	Air Force Civilian Employees and/or Their Family Members and Contract Technical Representaives and/or Their Family Members	Record copies of checklists of current deaths occurring outside or inside the CONUS, disposition of remains--reimbursable basis (for overseas use), preparation and inspection of report, certificate of death (overseas), request for payment of funeral and/or interment expense, identification findings and conclusions, personal property inventory, instructions for disposition of remains, order appointing summary court officer or escort, purchase and delivery orders, paid vouchers, or Army (USA) or Navy (USN) forms	used in lieu of the above and related records	Destroy 75 years after case closure. AUTH: N1-AFU-04-4 See Note Number: 212, 213, 214, 232, 233
4.00	Deceased Family Members of Military Personnel	Record copies of checklists of current deaths occurring outside or inside the CONUS, disposition of remains--reimbursable basis (for overseas use), preparation and inspection of report, certificate of death (overseas), request for payment of funeral and/or interment expense, identification findings and conclusions, personal property inventory, instructions for disposition of remains, order appointing summary court officer or escort, purchase and delivery orders, paid vouchers, or Army (USA) or Navy (USN) forms	used in lieu of the above and related records	Destroy 75 years after case closure. AUTH: N1-AFU-04-4 See Note Number: 212, 213, 214, 232, 233
5.00	Deceased Civilians of Foreign Nationality Employed at Air Force Installations	Record copies of checklists of current deaths occurring outside or inside the CONUS, disposition of remains--reimbursable basis (for overseas use), preparation and inspection of report, certificate of death (overseas), request for payment of funeral and/or interment expense, identification findings and conclusions, personal property inventory, instructions for disposition of remains, order appointing summary court officer or escort, purchase and delivery orders, paid vouchers, or Army (USA) or Navy (USN) forms	used in lieu of the above and related records	Destroy 75 years after case closure. AUTH: N1-AFU-04-4 See Note Number: 212, 213, 214, 232, 233
6.00	Deceased Personnel Records	copies of deceased personnel records	forwarded to respective agencies (refer to AFI 34-242 for additional guidance)or retained within the Air Force	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Deceased Personnel Records (Not Covered by Rule 6)	copies of records. Personnel from United States Army, United States Navy, United States Marine Corps, United States Coast Guard, State Department or U.S. citizens	copies forwarded to respective agencies or retained within the	Destroy after 2 years. AUTH: N1-AFU-90-3

		furnished mortuary service in overseas areas at State Department request.	Air Force	See Note Number: 212, 213, 214
8.00	Military Honors Checklist	completed military honors checklist forms for retirees or veterans	at bases that provide military funeral honors	Destroy after 4 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 34-10

FOOD SERVICE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Subsistence Credit Allowance Mgt System (SCAMS), A La Carte System (ALACS), or Monetary Credit Allowance Mgt System (MCAMS)	request for issue or turn-in, dining hall signature record, register of cash collection sheets, cash collection record, cash collection voucher, voucher for transfer between appropriations and/or funds (disbursements), daily dining facility summary, comparable forms or cash register reports, and related computerized records	used to ensure funds are properly controlled	Destroy 1 year after end of accounting period. AUTH: N1-AFU-88-50 See Note Number: 212, 213, 214
2.00	Receipt for Transfer of Cash and Vouchers	receipt for transfer of cash and vouchers	AF Form 1305, Receipt for Transfer of Cash and Vouchers	Destroy after transaction is complete. AUTH: N1-AFU-88-50 See Note Number: 212, 213, 214
3.00	Ration Strength Report	ration strength report	used to estimate number of meals to be served	Destroy after 3 months. AUTH: N1-AFU-88-50 See Note Number: 212, 213, 214
4.00	Monetary Credit Allowance Management System (MCAMS)	dining hall financial statement, monetary credit allowance ration return	a result of the MCAMS under which dining facilities receive money to buy food in lieu of requisitioning food from supporting commissary	Destroy 1 year after end of accounting period. AUTH: N1-AFU-88-50 See Note Number: 212, 213, 214
5.00	Dining Facility Food Control	food service production logs	used to ensure that food supplies are properly issued, used, and accounted for in appropriated fund dining halls, and to assist food	Destroy after next menu cycle use. AUTH: N1-AFU-90-3 See Note

			service personnel in controlling food issued in dining halls, or related to the financial status of the dining hall account	Number: 212, 213, 214
6.00	Inventory of Class Quartermaster Supplies	inventory of class quartermaster supplies	senior cook's requisition, field ration dining hall stock record, subsistence request, tally in-out, inventory adjustment voucher, daily dining facility summary, monthly monetary record, basic daily food allowance computation	Destroy 1 year after end of accounting period. AUTH: N1-AFU-88-50 See Note Number: 212, 213, 214
7.00	Administration of Central Preparation Facilities	subsistence request, daily control sheet, request for issue or turn-in, comparable forms and related records	accumulated in managing central preparation activities	Destroy 1 year after end of accounting period. AUTH: N1-AFU-88-50 See Note Number: 212, 213, 214
8.00	Food Service Report	food service report	operations, menu utilization, consumer level subsistence appraisal program, unsatisfactory subsistence reports, and related records	Destroy 1 year after end of accounting period. AUTH: N1-AFU-88-50 See Note Number: 212, 213, 214
9.00	Flight Food Service	register of cash collection sheets, request for flight meals, flight meal delivery and return receipt, flight meal orders and issues, ground support meal request, stock and cost record of flight subsistence and meals, summary of flight meals, subsistence request	used to record the number of meals requested and issued and cash collected for meals passengers	Destroy 1 year after end of accounting period. AUTH: N1-AFU-88-50 See Note Number: 212, 213, 214
10.00	Recipe & Menu Pricing System (RAMPS), Service Info Mgt System (SIMS), or Site Automated System (SAS) Pricing	portion price index, error audit list, basic daily food allowance component list computation, ALACS item pricing, ALACS price reduction record	used to establish menu item prices in ALACS operations	Destroy after 1 year. AUTH: N1-AFU-88-50 See Note Number: 193, 212, 213, 214
11.00	RAMPS/SIMS/SAS Monthly Update Card Deck/Tape	RAMPS/SIMS/SAS monthly update card deck/tape	used to update data base	Destroy after 2 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Installation Menu Board	minutes of meetings, monthly recapitulation, adjustment papers	used to revise, delete, and add to Air Force worldwide menu	Destroy 1 year after completion of menu cycle. AUTH: N1-AFU-88-50 See Note Number: 212, 213, 214

13.00	Meal Cards	accountable cards	issued to airmen entitled to Subsistence in Kind (SIK)	Destroy on surrender to issuing authority. AUTH: N1-AFU-88-50 See Note Number: 212, 213, 214, 446
14.00	Meal Card Control Registers or Computer-Generated Equivalent Forms	numbered registers, including related inspection forms, receipts of accountable forms, and correspondence; used to account issued, reissued, withdrawn, lost, or destroyed meal cards, entries on ration strength reports, and list of meal card holders	pages or forms with all entries completed	Destroy after 1 year or on inactivation of unit, whichever is sooner. AUTH: N1-AFU-89-13 See Note Number: 212, 213, 214, 446
15.00	Continuously Ran Meal Card Registers	information, backup data, logs, receipts, etc.	at units where annual recall is waived	Destroy when outdated or 1 year after end of fiscal year, if an audit has occured. AUTH: N1-AFU-89-13 See Note Number: 212, 213, 214, 446
16.00	Food Service Receipts/Billings	direct vendor delivery (DVD) blanket delivery order (BDO)/blanket purchase agreement (BPA) receipts, prime vendor delivery tickets, Defense Personnel Support Center (DPSC) prime vendor 1080 billings	used to verify BDO/BPA and prime vendor 1080 billings	Destroy 6 years and 3 months after final payment. AUTH: GRS 3, Item 3a(1)(a) See Note Number: 212, 213, 214
17.00	Supporting Payments to Contractors Based on Monthly Meal Counts	signature records, cash collection records, cash register reports, daily dining facility summary, flight meal requests, comparable forms or cash register reports, and related computer-generated records	at full food service contract operations, including base maintenance contracts, and food service attendant contract operations	Destroy 6 years, 3 months after period covered by contract. AUTH: N1-AFU-88-50 See Note Number: 212, 213, 214
18.00	USAF Subsistence Standardization Files	subsistence specifications, unsatisfactory material reports (subsistence), packaging improvement reports, Armed Forces consumer-level subsistence appraisal committee reports and computer output, and other related correspondence to develop or refine subsistence standardization records	used by dietitians, quality assurance specialists, and statistical support staff at Air Staff level	Destroy 1 year after intended purpose is served. AUTH: N1-AFU-88-50 See Note Number: 212, 213, 214
19.00	SIMS or SAS	tape or disc containing data of sales, daily dining facility summary, flight meal requests, register transactions	used to support payments to contractors at bases with food service contracts	Destroy 6 years, 3 months after period covered by contract.

				AUTH: N1-AFU-88-50 See Note Number: 212, 213, 214
20.00	Hard Copy Reports Which Require Signatures for Validation	including cook's requisition, operations report, monthly monetary record, inventory of subsistence, cash collection voucher, subsistence request, tally in-out	used to establish accountability for subsistence and monetary transactions	Destroy 1 year after end of accounting period. AUTH: N1-AFU-89-13 See Note Number: 212, 213, 214
21.00	Contracting Information	contracting information	such as BDOs/BPAs for local purchase items, DPSC contracts and related data, plus computer produced reports	Destroy 6 years and 3 months after final payment. AUTH: GRS 3, Item 3a(1)(a) See Note Number: 212, 213, 214
24.00	MILSTRIP Receiving	BDO/BPA local purchase receipts, receipts from transfers of stock base to base, tally in/out receipts between accounts, related data and computer-produced listings, such as itemized receiving report, PCN: SD109-RECV with adjustments, daily receipts register, PCN: SD109-RECR and summary receiving report, PCN: SD109-RSUM	at food service facilities, PC troop operator or Air Force management activities	Destroy 6 years, 3 months after close of FY in which final payment is made. AUTH: GRS 6, Item 1a See Note Number: 212, 213, 214
25.00	Defense Business Operations Fund (DBOF) Troop Revolving Fund	records of budget requests, allocations and expenditures of funds	HQ AFSVA, MAJCOM, and SVS	Destroy 3 years after end of FY to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
26.00	PCN: SD109-Hist.1, Call Number History Register Listing	contract	PCN: SD109-Hist. 1, call number history register listing	Retain for life of contract. AUTH: N1-AFU-88-23 See Note Number: 212, 213, 214
27.00	Receiving Documents	receiving documents	receiving report (SD001-RCVG.1), receipts discrepancy list (SD001-RCVG.2), reverse posted receipts, summary of receipts from DPSC sources (SD001-SPEC.1)	Destroy 6 years and 3 months after close of FY in which final payment is made. AUTH: GRS 6, Item 1a See Note Number: 212, 213, 214
28.00	Unmatched Receipts	receipts	unmatched receipts	Destroy 6

	(SD001-RCV2.1)		(SD001-RCV2.1)	years 3 months after close of FY in which final payment is made. AUTH: GRS 6, Item 1a See Note Number: 212, 213, 214
29.00	Reports	reports	itemized receiving report (IRR) PCN: SD109.Recv	Destroy 6 years 3 months after close of FY in which final payment is made. AUTH: GRS 6, Item 1a See Note Number: 212, 213, 214
30.00	Itemized Receiving Override Report, PCN: SD109.Recv	report	itemized receiving override report, PCN: AD109.Recv	Destroy 6 years 3 months after close of FY in which final payment is made. AUTH: GRS 6, Item 1a See Note Number: 212, 213, 214
31.00	Produce Receiving Report, PCN: SD001-Recv.Prod	reports	produce receiving report, PCN: SD001-Recv.Prod	Destroy 6 years 3 months after close of FY in which final payment is made. AUTH: GRS 6, Item 1a See Note Number: 212, 213, 214
32.00	Daily Receipts Regular (DRR)(Dayend-2)	receipts	daily receipts regular (DRR)(Dayend-2)	Destroy 6 years 3 months after close of FY in which final payment is made. AUTH: GRS 6, Item 1a See Note Number: 212, 213, 214
33.00	DPSC Produce Daily Receipts Register	register	DPSC produce daily receipts register	Destroy 6 years 3 months after close of FY in which final payment is made.

				AUTH: GRS 6, Item 1a See Note Number: 212, 213, 214
34.00	Summary Receiving Report	reports	summary receiving reports	Destroy 6 years 3 months after close of FY in which final payment is made. AUTH: GRS 6, Item 1a See Note Number: 212, 213, 214
35.00	Summary of Receipts from DPSC Sources, PCN:SD109-SREC.1	receipts	summary of receipts from DPSC sources, PCN: SD109-SREC.1	Destroy 6 years 3 months after close of FY in which final payment is made. AUTH: GRS 6, Item 1a See Note Number: 212, 213, 214

Table 34-11

LAUNDRY AND DRY CLEANING RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Collection Point Records	collection point records	unit and organizational laundry and dry cleaning records related to receipt, processing, return, and accounting for laundry and dry cleaning	Destroy as soon as laundry or dry cleaning is satisfactorily accounted for. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Operations Records	operations records	sales tickets and cash collection vouchers	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Delivery Receipts	receipts	delivery receipts	Destroy as soon as property is returned. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Linen Inventory	linen inventory	semiannual inventories used for linen control and distribution	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 34-12				
NONAPPROPRIATED FUND (NAF) PERSONNEL RECORDS				
RULE	**A**	**B**	**C**	**D**
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	NAF Basic Program - General Personnel Administration	personnel correspondence and subject files relating to the general administration of personnel functions and including college programs, selective placement programs, examinations, paid recruitment advertising, executive development program, merit promotion, employment safety program, and others not specifically described elsewhere in this schedule	at all locations, except HQ USAF/DPC, HQ AFPC, and MAJCOMs	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	NAF Basic Program - Employment and Manpower	NAF BAsic Program - Employment and Manpower	correspondence, reports, memoranda, and other records relating to employment programs and functions, and manpower management, and evaluations, including experts and consultants, overseas employment, re-employment rights, and employee transfers and details	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	NAF Correspondence and Forms - Personnel Actions	correspondence and forms relating to pending personnel actions	at CCPOs	Destroy when action is completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	NAF Retention Registers - Reduction In Force (RIF) Actions	NAF Retention Registers - Reduction in Force (RIF) Actions	retention registers from which RIF actions have been taken	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	NAF Retention Registers - No RIF Actions	NAF Retention Registers - no RIF actions	retention registers from which no RIF actions have been taken	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	NAF Personnel Correspondence and Forms - All Others	NAF personnel correspondence and forms - all others	all other correspondence and forms	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

7.00	NAF Wage Administration	NAF wage administration	wage administration records that constitute the basis for personnel actions that may require reconstruction at a later date	Destroy when termination of system life. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	NAF Wage Schedules	NAF wage schedules	wage schedules used for each occupational group of NAF employees	Destroy 4 years after superseded or cancelled provided any needed corrective action has been taken per Table 65-3. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 343
9.00	Supervisor/Manager NAF Personnel Files	supervisor's/ manager's personnel files consisting of correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel actions, and records on individual employees duplicated in or not appropriate for NAF operating or operating officials personnel records	maintained outside CCPO	Review annually and destroy superseded or obsolete records; or destroy all records relating to an individual employee 1 year after separation or transfer. AUTH: N1-AFU-90-3 See Note Number: 102, 212, 213, 214
10.00	NAF Position Authorization Listing	BAF position authorization listing	AF Form 684, NAF Position Authorization Listing, used by CCPO to control all authorizations, whether occupied or vacant	Review annually and destroy superseded or obsolete records when 2 years old. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	NAF Service Control File	NAF service control file	Service Control File, which consists of active SF 7, Service Record, cards and SF 7D, Position Identification Strip, strips and/or PDS-CN (NAF) Record used to provide information on each NAF space authorized, established and filled to provide a concise chronology of personnel and position action	Destroy SF 7 cards 3 years after separation of employee; when automated, employee separation brief (RIP) is prepared at time of separation and is destroyed 3 years after separation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 343
12.00	NAF Applicant Supply File	NAF applicant supply file	rosters indexed to the applications and recruiting	Destroy 5 years after the end of

			lists, authorized racial and ethnic identification and related data, recruiting lists/vacancy announcements used to provide a record of applicant flow process	year in which effective. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 352
13.00	NAF Applications for Employment - Accepted for Possible Employment	NAF applications for employment - accepted for possible employment	including declined offers	Destroy after 6 months. AUTH: NC1-330-80-3 See Note Number: 212, 213, 214
14.00	NAF Applications for Employment - Not Selected	NAF applications for employment - not selected	including DD Form 359, Referral for Consideration	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	NAF OPF	data which reflects and, or documents the service of individuals paid from NAF and contains records of all U.S. citizens/U.S. and (or) used for employment eligibiity verification. Nationals wherever employed and of all non-U.S. citizens employed within the United States and its possessions, and dependents of DOD active military personnel and U.S. citizen, DOD appropriated, or nonappropriated fund civilians hired in foreign areas (including applications for employment and accepted offers)	at CCPOs	Transfer folder to NPRC/CPR, St. Louis MO, 30 days after separation. AUTH: GRS1,ITEM1B See Note Number: 212, 213, 214, 342, 345, 349, 484
16.00	NAF Official Personnel Folders - Non-U.S. Citizens in Foreign Areas	NAF Official Personnel Folders - Non-U.S. citizens in foreign areas	records of all direct hire non-U.S. citizens in foreign areas and all such indirect hires which reflect and documents the service of individuals paid from NAF (including employment applications and accepted offers)	Destroy 5 years after separation. AUTH: N1-AFU-90-3 See Note Number: 74, 212, 213, 214, 349
17.00	NAF Temporary Individual Employee Records	NAF temporary individual employee records	records leading to a formal action, but not constituting a record of it nor making a substantial contribution to the employee's record. For example, letters of reference, debt correspondence, performance ratings, letters of caution, etc.	Destroy upon separation or transfer of employee, or after 1 year, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	NAF Involuntary Separation or Resignation Action of	supervisor's explanation of the reasons for separation of the employee; job-	filed subjectively according to nature of action separately from employee's	Destroy 4 years from effective date of action.

	Employees Without Appeal Rights	related circumstances or record of oral notice given to the employee that adversely affected his/her resignation	OPF	AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 344
19.00	NAF Chronological Journal File	forms documenting employment, promotions, transfer in or out, separation and all other individual personnel actions, exclusive of those in NAF OPFs Examples are AF Forms 2545, NAFI Notification of Personnel Action, including fact sheets	at CCPOs	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	NAF Position Classification Files - at HQ AFCMPC	standards determining title, series, and grade based on duties, responsibilities, and qualification requirements	at HQ AFCMPC/DPCR	Destroy 5 years after cancellation, revision, or supersession. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	NAF Position Classification Files	standards determining title, series, and grade based on duties, responsibilities, and qualification requirements	at all other offices	Destroy 6 months after cancellation, revision, or supersession. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.00	NAF Position Classification - Standards Development (HQ AFCPMC)	case files containing memoranda, correspondence, and other records relating to the development of standards for classification of positions peculiar to Air Force	at HQ AFCMPC	Destroy 5 years after cancellation, revision, or supersession. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
23.00	NAF Position Classification - Standards Development	NAF position classification - standards development	at all other offices	Destroy 6 months after cancellation, revision, or supersession. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
24.00	NAF Position Classification - Review File (HQ AFCMPC)	NAF position classification	review file (HQ AFCMPC)	Destroy 5 years after cancellation, revision, or supersession. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
25.00	NAF Position Classification - Review File	NAF position classification - review file	at all other offices	Destroy 6 months after cancellation, revision, or supersession.

				AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
26.00	NAF Position Descriptions - Record Copies	files describing established positions including information on title, series, grade, duties, and responsibilities	record copies	Destroy 6 years after position is abolished or description superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
27.00	NAF Position Descriptions - Copies	files describing established positions including information on title, series, grade, duties, and responsibilities	all other copies	Destroy when position is abolished or description superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
28.00	NAF Classification Survey Reports - Not Request for Personnel Action	classification survey reports (not used as a request for personnel action) on various positions prepared by classification specialists, including any periodic reports	at office of origin	Destroy after 3 years, when superseded, or upon inactivation, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
29.00	NAF Classification Survey Reports - Request for Personnel Action	classification survey reports (used as a request for personnel action) on various positions prepared by classification specialists, including any periodic reports	NAF classification survey report - request for pesonnel action	Destroy after 2 years or after a regularly scheduled Air Force or OPM inspection, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 350
30.00	NAF Classification Appeals Case Files	NAF classification appeals case files	case files relating to classification appeals	Destroy 5 years after final decision or 5 years after any action following decision, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
32.00	NAF Personnel Operations Statistical Reports	statistical reports relating to personnel used for information and reporting purposes	at CCPOs and other subordinate organizations	Destroy after 2 years. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214
33.00	NAF Employment Statistics	NAF employment statistics	reports required for furnishing other governmental agencies with essential data pertaining to labor statistics, unemployment compensation, and comparable data, except records covered in Rule 59, Federal Unemployment Compensation Data	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
34.00	NAF Performance/Appraisal Ratings - Certificates	NAF performance/appraisal ratings - certificates	certificates of performance/appraisal rating completed by supervisors/managers of NAF employees - excluding copies filed in OPF	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
35.00	NAF Performance/Appraisal Rating - General	NAF performance/appraisal rating - general	general or case files of forms, memoranda, and correspondence	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
36.00	NAF Performance/Appraisal Ratings - Appeals	NAF performance/appraisal ratings - appeals	appeals files containing memoranda, correspondence, and other records relating to employee appeals of performance ratings	Destroy 3 years after date of final decision. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
37.00	NAF Conflict of Interest Case Files	NAF conflict of interest case files	statements of employment and financial interests and related records	Destroy 3 years after separation of employee or 5 years after employee leaves the position for which statement is required. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
38.00	NAF Personnel Counseling	NAF personnel counseling	counseling files containing reports of interviews, analyses, and other related records	Destroy 3 years after termination of counseling. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
39.00	NAF Drug & Alcohol Abuse Program	NAF drug & alcohol abuse program	alcohol and drug abuse program records created in planning, coordinating, and directing an alcohol and drug abuse program	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
40.00	NAF Standards of	NAF standards of conduct	correspondence,	Destroy when

	Conduct Files	files	memoranda, and other records relating to code of ethics and standards of conduct	obsolete or superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
41.00	NAF Employee Awards Case Files	NAF employee awards case files	case files containing recommendations, approved nominations, memoranda, correspondence, reports, and related handbooks pertaining to cash and noncash awards such as incentive awards, within grade merit increases, suggestions, and outstanding performance	Destroy 2 years after close of year in which final action is taken. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
42.00	NAF Employee Awards - Other Agencies	NAF employee awards - other agencies	correspondence or memoranda pertaining to awards from other government agencies or private organizations	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
43.00	NAF Employee Awards - Length of Service/Sick Leave	NAF employee awards	length of service and sick leave awards file containing correspondence, memoranda, reports, computation of service and sick leave, and list of awardees	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
44.00	NAF Commendations for Length of Service/Performance - Copies	NAF commendations for length of service/performance	copies of letters of commendation and appreciation recognizing length of service, retirement and performance, excluding copies filed in the OPF	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
45.00	NAF Incentive Awards Program Reports	NAF incentive awards program reports	reports pertaining to operation of the Incentive Awards Program	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
46.00	NAF Grievance & Appeal Case Files	NAF grievance & apeal case files	grievance and appeals files containing records originating in the review of grievance and appeals raised by Air Force NAF employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request	Destroy 4 years after case is closed. AUTH: GRS1,Item30a See Note Number: 212, 213, 214
47.00	NAF Adverse Action	NAF adverse action case	adverse action case files	Destroy 4 years

	Case Files	files	and related records created in reviewing an adverse action (disciplinary or nondisciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The files include a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records, excluding letters of reprimand	after case is closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
48.00	NAF Labor Management Relations - Negotiating Office	correspondence, memoranda, reports, and other records relating to relationship between management and employee unions or other groups (see also Table 36-31)	at office negotiating agreement	Destroy when superseded, obsolete, or no longer needed for reference. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
49.00	NAF Labor Management Relations - Other Office Copies	correspondence, memoranda, reports, and other records relating to relationship between management and employee unions or other groups (see also Table 36-31)	at other offices	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
50.00	NAF Labor Arbitration	NAF labor arbitration	labor arbitration general and case files containing correspondence, forms, and background papers relating to labor arbitration cases	Destroy 5 years after final resolution of case. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
51.00	NAF Employee Work Schedules	NAF employee work schedules	schedules showing the employee's tour of duty and records reflecting approval of uncommon tour of duty	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
52.00	NAF Federal Unemployment Compensation Data	NAF federal unemployment compensation data	forms used to furnish state employment security agencies payroll data of personnel paid from NAF, copies of ES 931 and other related data	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
53.00	NAF Medical Data	NAF medical data	cards, certificates, examination schedules and reports, and other related information required for such NAF employees as barbers, beauticians, food handlers, and similar services	Destroy when superseded, or when individual is transferred from NAF services. AUTH: N1-AFU-90-3 See Note

				Number: 212, 213, 214
54.00	NAF EEO Complaint Case Files - Record Copy	NAF EEO complaint case files - record copy	official discrimination complaint case files containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described by 5 CFR 713.222	Destroy 4 years after resolution of case. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
55.00	NAF EEO Complaint Case Files - Duplicate	NAF EEO complaint case files - duplicate	duplicate copies of complaint case files or records pertaining to case files retained in the official discrimination complaint case file	Destroy 1 year after resolution of case. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
56.00	NAF EEO Complaint Background Files	NAF EEO complaint background files	background files containing background records not filed in the official discrimination complaint case file	Destroy 2 years after final resolution of case. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
57.00	NAF EEO Compliance Records	NAF EEO compliance records	compliance records such as compliance review files that contain reviews, background papers, and correspondence relating to contractor employment practices	Destroy after 7 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
58.00	NAF EEO Compliance Reports	EEO compliance reports	NAF EEO compliance reports	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
59.00	NAF Employee Housing Requests	NAF employee housing requests	employee housing requests asking for assistance from the Air Force in housing matters, such as rental or purchase	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
60.00	NAF EEO Employment Statistics	NAF EEO employment statistics	employment statistics files containing statistical information relating to race and sex	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
61.00	NAF EEO General Files	NAF EEO general files	EEO general files containing general correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, and the EEO Act of 1972, and any pertinent future legislation;	Destroy after 3 years, or when superseded or obsolete, whichever is applicable. AUTH: N1-AFU-90-3

			and Air Force EEO committee meeting and records including minutes and reports	See Note Number: 212, 213, 214
62.00	NAF EEO Affirmative Action Plan (AAP) - Consolidated	EEO Affirmative Action Plan (AAP)	consolidated AAPs	Destroy 5 years from date of plan. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
63.00	NAF EEO Affirmative Action Plan (AAP) - Feeder Plan	EEO Affirmative Action Plan (AAP)	base feeder plan to consolidated AAPs	Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
64.00	NAF Ladder Diagrams	forms used for each occupational group of positions	NAF ladder diagrams	Destroy when superseded or cancelled. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
65.00	NAF Personal Injury Files	forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries whether or not a claim for compensation is NOT made - excluding copies filed in the OPF and copies submitted to the Department of Labor	maintained by and located at base-level Human Resource Offices	Submit original documentation to HQ AFSVA/SVXBW 6 weeks from the date of the injury. After 5 years, destroy and dispose of copies in accordance with guidelines for Privacy Act material. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
65.01	NAF Personnal Injury Files	Forms, reports, correspndence, and related medical and investigatory records relating to on-the-job injuries when a claim for compensation is made--excluding copies filed in the OPF	maintained by and located at base-level Human Resource Offices	Submit original documentation to HQ AFSVA/SVXBW 6 weeks from the date of the injury. After 5 years, destroy and dispose of copies in accordance with guidelines for Privacy Act

				material. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
66.00	NAF Temporary Records Relating to Promotions	NAF temporary records relating to promotions	records relating to the promotion of an individual that document qualification standards, evaluation methods, selecting procedures, and evaluations of candidates - excluding any records that duplicate information in the promotion plan, in the OPF, or in other personnel records	Destroy 2 years after the personnel action or after the action has been audited, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
67.00	NAF Training - General File	NAF training - general file	general file of Air Force-sponsored training containing correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objective relating to the establishment and operation of training, courses and conferences	Destroy after 5 years or 5 years after completion of specific training program. AUTH: N1-AFU-90-3 See Note Number: 214, 215
68.00	NAF Training - Background/Working Papers	NAF training - background/working papers	background and workpapers such as training schedules, attendance records, evaluations of specific courses and monthly summaries at training activities	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
69.00	NAF Training - Aids	NAF training - aids	training aids such as manuals, syllabuses, textbooks, and other training aids developed by the Air Force for NAF employees as well as training aids from other federal agencies or private institutions	Destroy when obsolete or superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
70.00	NAF Employee Training Records	NAF employee training records	employee training records such as correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs	Destroy after 5 years or when superseded or obsolete whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
71.00	NAF Training - Course Announcements	NAF training - course announcements	course announcement files containing reference files of pamphlets, notices, catalogs, and other records which provide information on courses or programs offered by government or nongovernment organizations	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 34-13				
NAF ADMINISTRATIVE MANAGEMENT RECORDS				
RULE	**A**	**B**	**C**	**D**
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Historical Files	a charter, articles of agreement or constitution and bylaws, minutes of meetings, agenda, policy directives, program authorizations and changes thereto, reports, studies, charts, maps, and correspondence relating thereto that provide a chronology of NAF programming and operations from the inception of an instrumentality through to the discontinuance of an activity or the dissolution of a fund	at the Air Force Morale, Welfare, and Recreation Advisory Board (MWRAB)Board at HQ AFSVA	Retire as permanent. AUTH: N1-AFU-86-4 See Note Number: 6
1.01	Historical Files at all Other NAF Activities	a charter, articles of agreement or constitution and bylaws, minutes of meetings, agenda, policy directives, program authorizations and changes thereto, reports, studies, charts, maps, and correspondence relating thereto that provide a chronology of NAF programming and operations from the inception of an instrumentality through to the discontinuance of an activity or the dissolution of a fund	at all other NAF activities	Destroy 7 years after dissolution of NAF instrumentality. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
1.02	Historical Files Records that are Changes to Policy Directives	records in Rule 1 that are changes to policy directives, program authorizations, and/or background and support papers	changes to policy directives	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Inspection Reports	inspection reports	inspections conducted by command requirements or as directed by higher authority	Destroy on discontinuance of an activity, or fund, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Organizational Charts of the NAF Organization	organizational charts of the NAF organization	separate charts outlining in detail each segment of the NAF organization	Destroy on discontinuance of an activity, or fund, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Organizational Charts Supporting Data, Changes, and Other Correspondence	organiztional charts supporting data, changes and other correspondence	supporting data, pertinent changes, and related correspondence	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 34-14				
NAF FINANCIAL MANAGEMENT				
RULE	**A**	**B**	**C**	**D**
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Budgetary Data	merchandise, payroll, profit/loss, cash flow, and capital expenditure budgets	at NAF Accounting Office (AO) as a result of monthly, quarterly, or yearly budgeting practices	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Budgetary Data on Advanced Approvals of Expenditures for Fixed Assets	such as authorizations for improvements, additions to buildings, purchase and installation of equipment, etc.	at NAF Accounting Office (AO) as a result of monthly, quarterly, or yearly budgeting practices	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.01	Budgetary Data at NAF Activities	copies of documents described in Rules 1 and 2	at NAF activities	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Financial Statements and Reports	statements (including consolidated), reports of audit and of inspections	at preparing activities above base level	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Financial Statements and Reports (Monthly and Quarterly)	substantiating data compiled in the statements and reports	at preparing activities at base or unit level	Destroy after 4 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.01	Financial Statements and Reports Not at Preparing Activities	substantiating data for the financial statements and reports	at other than preparing activities	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Financial Statements and Reports, Working Papers and other Support Data	financial statements and reports, working papers and other support data	working papers, statements and other support data used in financial statements and reports in Rules 3 and 4	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Financial Statements and Reports (Informational Copies of Unit Fund Statements and Reports)	with related correspondence (including retained copies of preparing activity reports)	at other than preparing activities	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.01	Financial Statements and Reports (at HQ AFSVA)	computer listings of command input comprised of edit, error, out-of-balance and discrepancy data used for internal processing	at HQ AFSVA	Destroy after 4 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.02	Financial Statements and Reports (Monthly and Quarterly Consolidated	such as statement of financial condition, statement of income and expense, NAF statement of employee census and	at HQ AFSVA	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

	Command Reports)	other related data for all fund categories; e.g., welfare, membership, revenue producing and special funds		
7.00	Claims Reports of Incidents	supporting and background evidence, related correspondence that reflect on the loss of funds, accidents, entries/omissions, military disciplinary actions and/ or criminal actions	in official records	Destroy 4 years after claim is settled or otherwise closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Board Proceedings	board proceedings	reports, supporting data, and related correspondence that relate to NAF losses and investigations thereof	Destroy after 3 year unless data is needed to support a claim; than destroy 4 years, after claim is settled or otherwise closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	NAF Custodian Certificate at Financial Management Officers	memorandum receipts of cash, other negotiable instruments, certificates of inventories of assets and liabilities assumed by a temporary replacement or successor custodian	with financial management officers	Destroy 12 years after change of custodian. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.01	NAF Custodian Certificate at NAF Activities	memorandum receipts of cash, other negotiable instruments, certificates of inventories of assets and liabilities assumed by a temporary replacement or successor custodian	at NAF activities	Destroy 1 year after change of custodian. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Insurance and Claim Information	property, group life, accident and health, theft, burglary/robbery, money and security, and Employer's Liability and Fidelity, required for protection of all NAF assets and personnel	maintained by and located at (HQ AFSVA/SVXBW)	Four years after expiration, discontinuance of the protection, or liquidation of the fund, whichever is sooner, destroy and dispose of copies in accordance with guidelines for Privacy Act material. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 219
10.01	Self-Insured Carrier Workers' Compensation Claims	two copies of NAF Employees Workers' Compensation claims files	maintained by and located at HQ AF Services Agency's Office of Workers' Compensation (HQ AFSVA/SVXBW)	Maintain paper copies for 4 years after final adjudication and/or litigation and closure of claim. Make and maintain microfiche or documentation-image copy of entire claim file for 20 years, then destroy and dispose of in accordance with guidelines for Privacy Act material. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214, 219
11.00	Insurance Control Registers	control registers which provide a detailed record of all policies and self-insurance owed	used to compute the charges to be amortized each month	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Loans and Grants	requests for loan/grant, legal instruments (contract or agreement), and related control data	used for control of payments made, balances due, etc.	Destroy 5 years after expiration, cancellation or termination of loan or grant. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Investments (Government or Government Agency Securities)	savings bonds, treasury notes, bills, bonds and certificates, and documents used to negotiate transfer, reissue, deposit, and for redemption of the securities used for control of payments made, balances due, etc.	Government or government agency securities	Destroy 5 years after transfer or liquidation of the security. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	General Ledger	general ledger	ledger sheets in accounting books of final entry	Destroy after 6 years, 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Journals, Registers and Ledgers	journals, registers and ledgers	basic books of accounts wherein all classes of transactions are originally recorded general journals, cash receipts, journals, check registers (cash disbursement journals), voucher registers (accounts payable ledgers), recurring or closing journals, payroll journals	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.01	Transaction Machine Cards and Listings	transaction machine cards and listings	daily/monthly documents, including accounts receivable (credit balance, statements, delinquent accounts list, alphabetic sequence list), accounts payable (vendor list, abbreviated vendor list, released invoice list, vendor analysis report, cash requirements, aging report, vendor change register, distribution journal, voucher register), consolidated banking (cash reconciliation list, conversion list), general ledger (chart of accounts, accounting period list, reference code list, detail list by account, detail list by journal, year to date summary, report file list-OPR/BS, budget summary report, list of assets), inventory (inventory master, file maintenance audit report, transaction journal, inventory	Destroy 45 days after completing necessary reconciliations with pertinent records. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

			status report, critical inventory, out of stock report, slow moving item report, control ledger report)	
16.00	Working Funds	reports, bank checks (triplicate copy), petty cash vouchers (duplicate), and copies of bank deposit slips	record copies at NAF AO reflecting all deposits, reimbursements, and a running balance of cash in the bank	Destroy after 4 years or on liquidation of the funds, provided a terminal audit is satisfied. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.01	Working Funds at Preparing Activities	reports, bank checks (triplicate copy), petty cash vouchers (duplicate), and copies of bank deposit slips	copies at preparing activities	Destroy 120 days after month prepared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Month-End Working Papers	records of bank Cash Management and Investment Program (CMIP) reconciliations, and other audit working papers	used for detailing general ledger control account balances	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Daily Reports	reports of detail merchandise, cash, sales, food, service, etc., with sales slips, cash register tapes, register adjustment, charge, credit transfer, retail price change, cash receipt vouchers, and other related records	record copies reflecting in summary a report on cash and charge sales used to support entries on the consolidated daily report	Destroy after 4 years, provided account is clear. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.01	Daily Reports (All Other Copies)	daily reports	all other copies	Destroy 120 days after month prepared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Consolidated Daily Reports (Record Copies)	backup data, cash receipts, journals, and subsidiary accounts receivable ledgers	used to support entries in cash receipt journals and for posting the subsidiary accounts receivable ledger	Destroy after 3 years, provided the account is clear. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.01	Consolidated Daily Reports (Other Copies)	backup data, cash receipts, journals, and subsidiary accounts receivable ledgers	used to support entries in cash receipt journals and for posting to the subsidiary accounts receivalbe ledger	Destroy 120 days after month prepared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Accounts Receivable Copies Reflecting Merchandise Sale on Credit Basis	individual subsidiary records of amounts due the fund and supporting documents	at the office of record	Destroy after 4 years, provided the account is clear. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Accounts Receivable (Other than Office of Record)	individual subsidiary records of amounts due the fund, and supporting documents	at using activities	Destroy 120 days after month prepared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.00	Prepaid Expense (Deferred Charge)	accounts control data used to determine charges to be amortized	used to determine charges to be amortized each month	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number:

		each month reflecting the balance of an expenditure carried forward to be written off in one or more following periods		212, 213, 214
23.00	Disbursements Checks	separate accounts payable vouchers with supporting purchase orders, receiving report invoices, petty cash vouchers that reflect on purchases of merchandise, supplies and services	separate accounts payable vouchers	Destroy after 4 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
24.00	Disbursements Checks for Payment of Proceeds of Loans or Other Receivables	disbursements checks	used for payment of proceeds of loans or other receivables	Destroy when loans or receivables are closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
25.00	Bingo Record Copy	signature sheets and other pertinent data	record copies reflecting prizes awarded and related transactions	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
26.00	Bingo (Other than Record Copies)	signature sheets and other pertinent data	all other copies	Destroy 120 days after month prepared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
27.00	Machine Reports (Record Copy)	vending and amusement machine reports, reimbursement slips, slot machine jackpot receipts	record copies reflecting incomes from various machines	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
28.00	Machine Reports (Other Copies)	vending and amusement machine reports, reimbursement slips, slot machine jackpot receipts	all other copies	Destroy 120 days after month prepared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
29.00	Collection Record Copy (Cash Receipts)	cash collection receipts	record copies reflecting collection of NAF membership dues, concession income and related collections	Destroy after 4 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
30.00	Collection Record Copy (Receipt Books)	receipt books and duplicate receipts	record copies	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
30.01	Collection (Other Copies)	cash collection receipts, receipt books and duplicate receipts	all other copies	Destroy 120 days after month prepared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
31.00	Accounts Control (Record Copy)	backup data, receipts, and all other materials	record copies	Destroy 4 years after NAF membership is cancelled or otherwise terminated, provided the account is clear. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
31.01	Accounts Control (Other Copies)	duplicates of receipts, ledgers, and other	all other copies	Destroy 120 days after NAF membership

		backup informaiton and materials		is cancelled or otherwise terminated, provided the account is clear. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
32.00	Theater Accounts	theater accounts	film inspection reports, financial statements, payroll vouchers, reconciliation of receipts and tickets, cashier reports, admission ticket accounts, attendance rosters, paid/free admission, cash/disbursement books, bank statements, and cancelled checks	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
33.00	Book Department Data	financial statements, certificates of inventories and other data pertaining to internal/external transactions (Air Force/other government agencies reflect the procurement and resale of books)	not required for support of any claim, criminal or other action	Destroy after 4 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
34.00	Control Records on Accountable Coupons, Tokens, Chits, Etc.	control logs, registers and destruction certificates	used to control this type of credit system	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
35.00	Hospital Fund Accounts Ledgers	ledgers, journals, council books, cash/disbursement receipts, financial statements, cash vouchers, vendors invoices, contracts and purchase orders	reflect on the administration of activities financed by central and individual hospital funds	Destroy after 4 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
36.00	Hospital Fund Accounts Property Records	property records	hospital fund accounts property records	Destroy after related property is disposed of. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
37.00	Individual Tax Files	records of wage payments subject to taxes, containing the amounts, dates, name, address and occupation of employee, period of employment, social security data, quarterly and annual tax returns filed, and the dates and amount of tax money deposits	record copies	Destroy 4 years after year wages are paid. AUTH: GRS2,ITEM13b See Note Number: 212, 213, 214, 356
38.00	Individual Pay Records	individual pay records, containing pay data on each employee in paper or microform but not in machine readable form	transfer to National Personnel Records Center NPRC. For Turkish employees and employees in countries other than United States, records may remain in the country after termination of employment, until no longer needed and then transfer to	Destroy after 56 years old. AUTH: GRS2,ITEM1b See Note Number: 212, 213, 214, 353, 354, 356

			the NPRC.	
38.01	Individual Earning Data/Pay Records (Copies)	individual earning data/pay records	not record copies	Destroy 90 days after month prepared. AUTH: NC1-AFU-79-35 See Note Number: 212, 213, 214
39.00	Individual Earning Data	employees withholding exemption certificates (W4s)	individual earning data	Destroy 4 years after terminated or replaced. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 355
39.01	NAF Indivdiual Attendance and Overtime	payroll preparation and processing copies	NAF individual attendance and overtime	Destroy afte GAO audit or when 6 years old, whichever is sooner. AUTH: GRS2 Item 7 See Note Number: 212, 213, 214, 354, 356
39.03	NAF Flexitime Attendance	supplemental time and attendance records such as sign-in/sign-out sheets and work reports	used for time accounting under the flexitime system	Destroy after GAO audit or when 6 years old, whichver is sooner. GRS2, Item 7 See Note Number: 212, 213, 214, 354, 358
40.00	Unit Funds Reserve Components and Isolated Units Administered by a NAF AO	requests for funds (cash disbursements), receiving reports, invoices, minutes of council meetings, other funding data, and related correspondence	at squadrons or below for on-base activities, Reserve components, and for isolated units administered by a NAF AO	Destroy when notified by NAF AO that account is in balance. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
41.00	Unit Funds at Unit Fund Custodians	purchase orders, charge purchase register, vouchers, cash control records, other funding supplementary data, and related correspondence	at squadrons or below or at unit fund custodians who are authorized separate accounting by MAJCOMs	Apply disposition instructions in Table 34-14 across the board, as appropriate. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
42.00	Minutes of Meetings	minutes serving for control of fund expenditures (not a duplication of minutes covered elsewhere in this regulation)	held by fund custodians	Destroy with related accounting records. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
43.00	Collection Sheets and Fee Registers	bowling lane score sheets	collection sheets and fee registers	Destroy after 1 month. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
44.00	Field Ration Mess Sheets (Record Copies)	supplemental service charge collection sheets	fiels ration mess sheets (record copies)	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
45.00	Field Ration Mess Supplemental Service Charge Collection Sheets (Other copies)	supplemental service charge collection sheets	field ration mess supplemental service charge collection sheet - other copies	Destroy 120 days after month prepared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

46.00	Golf Course Fee Registers, Swimming Lessons and Pool Registers, etc. (Record Copies)	fee registers, swimming lessons and pool registers, etc.	record copies	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
47.00	Golf Course Fee Registers, Swimming Lessons and Pool Registers, etc. (Other Copies)	course fee registers, swimming lessons and pool registers, etc all other copies	not record copies	Destroy 120 days after month prepared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
48.00	Other Supporting Documents Required for Audit/Inspection	other supporting documents required for audit/inspection	documents that may not be included in specific detail in rules 1 through 47, providing detailed transaction breakdown in support of vouchers or accounting entries (maintained with the voucher or as a separate reference collection); debit or credit advice; fund allocation authorization certified excerpts of council actions; board of officers' actions; inventory adjustments, legal records of establishment or cancellation of claims; other necessary authorization in support of accounting entries	Destroy after 3 years, provided related accounts have been audited or inspected or otherwise cleared for disposal. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 34-15

NAF REAL PROPERTY MANAGEMENT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Title Papers	title papers	deeds, court orders, land survey notes, maps, land title opinions, abstracts of certificates of title, and other evidences of title, including purchase contracts, agreements, court proceedings and judgments entries, documents of payments, additional land descriptions, with related correspondence that document the acquisition of property by purchase, donation, condemnation, exchange, and other such actions	Destroy 10 years after unconditional sale or release of conditions, restrictions, mortgages, or other closure, termination, or cancellation of agreement. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Property Accountable Data	property accountable data	individual property cards or ledger sheets showing original costs, major improvement, depreciation, and other data, with supporting project estimates, justifications, transfer vouchers, receiving reports, and correspondence essential to the utilization of fixed assets or physical property, which shall remain	Transfer with property on jurisdictional transfer or return of property to local (CONUS) or foreign (overseas) government control. AUTH: N1-AFU-90-3

			with the property	See Note Number: 212, 213, 214
3.00	Property Accountable Data Buildings or Equipment Which Disposed of by Lease Termination, Demolition, or Salvage	property accountable data buildings or equipment which disposed of by lease terminations, demolition or salvage	records in Rule 2	Destroy 5 years after related property or equipment is disposed of, provided any needed corrective action is accomplished per Table 65-3. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Monthly/Quarterly Property Listings Work Copies at NAF AO and Used for Other Than Inventory	monthly quarterly property listings	at NAF AO and used for other than inventory	Destroy upon receipt of next listing. N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Monthly/Quarterly Property Listings Annual Disinterested Party Inventory and Inventory Team Work Papers	monthly/quarterly property listings	at NAF AO	Destroy after completion of next inventory. N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Excess and Surplus Property	excess and surplus property	correspondence, reports, vouchers and attached supporting data, stock records cards, turn-in slips, shipping records that reflect status of all transfers, donations, or disposals	Destroy after 5 years, provided any needed corrective action is accomplished per Table 65-3. N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Property/Equipment Control	property/equipment control	requisitions, issue slips (receipt records), other control data and related correspondence that serve to monitor requests for issuance or return of properties	Destroy on return of properties, or when superseded by a later receipt or signed inventory listing. N1-AFU-90-3 See Note Number: 212, 213, 214

Table 34-16

NAF PROCUREMENT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Individual Case Files	individual case files	bids, contracts, modifications, or change orders, with other contractual instruments, supporting data, and related correspondence pertaining to the procurement of supplies, equipment, and services that include contracts for construction, modifications of	Disposition Pending... AUTH: Unscheduled See Note Number: 212, 213, 214

			facilities, and other services, except concessionaire services	
2.00	Invitations for Bids - Successful Bids	invitations for bids - successful bids	bids, abstracts for bids, and other data, with related correspondence pertaining to procurement by formal advertising and requests for proposals when made by negotiation	Forward for inclusion in individual case file. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Invitations for Bids - Unsuccessful Bids (No Award Made)	invitations for bids - unsuccessful bids	bids, abstracts for bids, and other data, with related correspondence pertaining to procurement by formal advertising and requests for proposals when made by negotiation	Destroy after 5 years after date of cancellation, GRS3, Mar 06 AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Individual Vendor Files	individual vendor files	catalogs, brochures, and miscellaneous material indicating supplies and services offered by each vendor; correspondence regarding changes of address; mailing lists; and comparable records	Destroy when superseded, obsolete, no longer needed, when vendor is removed from list of suppliers, or on inactivation of the activity, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Concessionaires	approved applications from prospective concessionaires	forward for inclusion in case file	Destroy 4 years after termination or cancellation of the agreement. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Disapproved Applications from Prospective Concessionaires	disapproved applications	from prospective concessionaires	Destroy when service is considered undesirable. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Case Files Containing Approved Applications	case files containing approved applications	agreements, financial statements, certificates of insurance, data on installation of equipment, fixtures, that reflect on various independent concessions, such as barber and beauty shops, news stands, etc.	Destroy 4 years after termination or cancellation of the agreement. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Letters of Complaint, Notices of Noncompliance with the Agreement	letters of complaint, notices of noncompliance with the agreement	reports of violations of fire, sanitation, security, traffic regulations that reflect on various independent concessions, such as barber and beauty shops, news stands, etc.	Destroy 1 year after termination of agreement. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 34-17

NAF SUPPLY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**

1.00	Merchandise Stock	merchandise stock	a perpetual inventory comprised of forms and cards showing, by item, the receipt, issue, balance on hand, and unit cost placed in an inactive file when stock reaches a zero balance and is not to be restocked, or when balances are transferred to a new card or form	Destroy inactive file after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Food and Services	food and services	monthly inventory sheets	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Theater Equipment	theater equipment	consolidated property records, such as shipping records, receiving reports, registers of vouchers, related records, and reports of the receipt, issue, and transfer of each item of nonexpendable sound projection and theater equipment	Destroy 1 year after receipt of new consolidated property record. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Requisitions	requisitiions	originals of requests for merchandise for central or comparable storerooms	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Requisitions Copies	copies	requisitions copies	Destroy after 2 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Vouchers	vouchers	originals of merchandise transfers or adjustment accountability vouchers	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Vouchers Copies	vouchers	copies	Destroy after 2 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Applications	applications	letters of application for bulk supplies	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Ration Cards and Coupons Destruction Certificates	ration cards and coupons destruction certificates	certificates covering the destruction of used and unused cards and coupons	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Ration Cards and Coupons Certificates or Affidavits Concerning the Loss of Cards	ration cards and coupons certificates or affidavits	concerning the loss of cards	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Ration Cards and Coupons Control Registers	card and registers	ration cards and coupons control registers	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Ration Cards and Coupons Unused Obsolete, Mutilated	ration cards and coupons unused obsolete, mutilated	terminated ration cards/coupons issued to military and civilian personnel for use in military exchanges to ration selected items	Destroy when no longer entitled to ration privileges, on accomplishment of a new ration card or when covered in Rule 9, 10, or 11. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

13.00	Japan Central Exchange	Japan Central Exchange	sales slips reflecting on Chinese-type merchandise	Destroy 3 years after date of sale. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 34-18

NAF RECREATIONAL SERVICES RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Publicity or Theater	monthly schedules of activities, informational bulletins, leaflets, and related published data that relfect on NAF club activities or other recreation program(s)	reflected in NAF club activities or other recreation programs. Authorizations for working balances, motion picture schedules, employment of personnel, and related data	Destroy 30 days after event or when superseded, obsolete, or canceled. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Membership Data	applications for membership, related correspondence, issuance of member cards or plates, letters of resignation, indefinite suspensions	used to determine membership, privileges of swimming pools, golf courses, etc.	Destroy 1 year after termination of membership. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Membership Control Registers and Theater Operations Data	lists, database information, mailing data, etc., or operational data pertaining to presentaion of programs, cancellations of showings, and other miscellaneous but related data.	used to track membership, privileges, mailing data, etc.,or retain information on cancellation(s), and other related data	Destroy 2 years after final entry. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Lodging Accomodations at Lodging Facility	manual bed cards or registration cards and receipts used in lieu of automated registrations/receipts that pertain to visiting transient quarters and maintained in the Lodging Touch/Epitome System	at base lodging facilities	Destroy 2 years after final entry. AUTH: N1-AFU-03-21 See Note Number: 212, 213, 214
5.00	Lodging Accommodations at Contract Facility	manual bed cards or registration cards and receipts used in lieu of automated registration/receipts that pertain to visiting transient quarters and maintained in the Lodging Touch/Epitome System	contract facilities	Destroy 6 years and 3 months after final payment. N1-AFU-03-21 See Note Number: 212, 213, 214
8.00	Room or Bed Occupancy Controls at Lodging Facility	accommodations records for room or bed occupancy controls that pertain to visiting transient quarters and are maintained in Lodging Touch/Epitome System	Base Lodging Facilities	Destroy 2 years after final entry. N1-AFU-03-21 See Note Number: 212, 213, 214
9.00	Room or Bed	accommodations records for room	contract facilities	Destroy 6 years

	Occupancy Controls at Contract Facility	or bed occupancy controls that pertain to visiting transient quarters and are maintained in Lodging Touch/Epitome System		and 3 months after final payment. N1-AFU-03-21 See Note Number: 212, 213, 214

Table 35-1

PUBLIC AFFAIRS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Public Affairs Releases Copies Other Than File Copies	public affairs releases copies other than file copies	public affairs releases to news media, including statistical reports, data sheets, news releases, speeches, scripts, briefings, answers to queries, photographs, slides, motion pictures, videotapes, background material, clippings, audio recordings, and public service radio programs	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
1.01	Public Affairs Releases Originals or Official File Copies (Routine)	public affairs releases originals or official file copies (routine)	subjects which are determined by the Public Affairs Officer to be routine or having no lasting or only temporary significance to the unit's mission, policies, or status	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Public Affairs Releases Originals or Official File Copies (Permanent)	public affairs releases originals or official file copies (permanent)	determined by the Public Affairs Officer to be of lasting significance in relation to the unit's mission, policies, status and all original releases of the Office of Public Affairs (SAF/PA)	Retire as permanent. AUTH: NC1-AFU-78-1 See Note Number: 4
2.01	Recruiting Hometown News Releases	recruiting hometown news releases	releases to local news media for enlistments in the delayed enlistment program and enlistment or commissioning into the USAF	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Biographical Files for Military Transferring Within Air Force	biographical sketches, photographs, news clippings, and related correspondence reflecting on the careers of AF members (military and civilian) who have performed outstanding services for the AF	for members transferring from one AF installation to another	Forward to gaining activity on transfer of individual. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Biographical Files for Civilians Transferred to Another Agency	biographical files for civilians	for civilians who transfer to another government agency or separate from the AF (except for those covered by Rule 6)	Destroy on separation of individual from the Air Force. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

5.00	Biographical Files at SAF/PA	biographical files	at SAF/PA	Transfer files to HQ USAF OPR on separation from the Air Force. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Biographical Files for Retired General Officers and Appointed Officials	biographical files for retired general officers and appointed officials	at HQ AFSINC	Retire as permanent. AUTH: NC1-AFU-83-86 See Note Number: 14, 360
7.00	Biographical Files at MAJCOM for VIP Civilians	biographical files for VIP civilians	at MAJCOMs	Destroy on separation of individual from the Air Force. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.01	Biographical Files at MAJCOM for Active Duty Retired General Officers	biographical files for active duty and retired general officers	at MAJCOMs and below	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Biographcal Information - Guardians of Freedom	biogaphical information including but not necessarily limited to name, current grade, marital status, local address, name and address of spouse, parents or guardians, photographs, name and address of civilian employer	in the Public Affairs Office	Destroy when the individual requests removal from the system, or one year from the last date the record was modified by the individual whichever is sooner. AUTH: N1-AFU-03-5 See Note Number: 212, 213, 214
9.00	All Other Biographical Files	all other biographical files	all files other than those covered by rules 3 through 7.1	Destroy 5 years after separation of individual from the Air Force or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Special Events Planning	special events planning	correspondence, minutes of meetings, photographs, plans, layouts, drawings, manpower requirements, progress reports, and similar records used in planning military ceremonies, retirements, funerals, dedications, special holidays, parades, etc.	Destroy after 4 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Public Affairs Offices Files of Hometown News Releases	Public Affair Offices files of hometown news releases	hometown news release data, with background or supporting materials and related correspondence	Destroy when no longer needed or send to gaining installation Public Affairs Office if news is of sufficient

				interest. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Card Index File	names, dates and news subjects of each news release form forwarded to Home Town News Center	at public affairs offices	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.01	Log Books	log books	names, dates and news subjects of each news release form forwarded to Home Town News Center	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Speakers Bureau Files	speakers bureau files	biographical data, 8" x 10" glossy photograph, type of organization and events for which speaker is best suited, subject matter he is best qualified to present, and record of speeches and public appearances made	Destroy when individual is separated from the Air Force or send to gaining activity on transfer of individual. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Air Force Newspapers and News Periodicals	record sets published under 35-series	produced at any level by or through public affairs offices	Destroy when no longer needed or on inactivation of the organization for which published. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 361
15.00	National Scouting Organizations	scouting project officer's monthly summary of installation's activity in the program	at installation and regional levels	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Scouting Liaison Officer's Monthly Narrative	statistical reports summarizing regional participation in the program	at regional and director, USAF scouting levels	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Scouting Liaison Officer's Annual Report	operating plan of activities in each region, including budget data	at regional and director, USAF scouting levels	Destroy after 10 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Itineraries of Visits	itineraries visits	messages, correspondence and form records maintained by "visitors bureaus" to monitor visits by US citizens to overseas areas	Destroy 1 year after completion of visit. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Basic Public Affairs Records	basic public affairs records	letters, messages and other documentation denoting policies, procedures and	Destroy when policies, procedures or guidance are

			guidance	superseded or no longer current. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Distinguished Visitor Program Documentation	distinguished visitor program documentation	messages and other correspondence, guest lists, invitations, schedules, airlift requests, authority to use commercial airports, etc.	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Public Affairs Program Reference and Guidance Material	public affairs program reference and guidance material	correspondence, news clips, biographies, brochures, schedules, prior releases, releasable statements, and data on organizations, plans, programs, equipment, tactics, techniques, capability, etc.	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.00	News Media Visitor Documentation	news media visitor documentation	messages and other correspondence, guests lists, invitations, schedules, results of visits	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
23.00	After Action Reports	after action reports	summaries, clippings, and evaluation comments	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
24.00	Exhibit Case Files	information on the development, acquisition and use of AF exhibits for public display	at AF Orientation Group	Destroy when exhibit is refurbished or retired, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 35-2

HOMETOWN NEWS CENTER RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
2.00	Mass Media Index Cards	mass media index cards	card index for control of various master media files	Interfile cards in their related master media case folders. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Media Marker Records	media marker records of code listings	for classifying the news releases of various news media	Destroy when superseded or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

4.00	News Release Guides	news release guides	used for developing news items and feature story releases	Destroy when superseded or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Reports Reflecting the Type and Quantity of Work Accomplished	reports reflecting the type and quantity of work accomplished	statistical data, tabulations, summaries, and related reports reflecting the type and quantity of work accomplished	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Activity and Effectiveness Reports	activity and effectiveness reports	copies of activity and effectiveness reports	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Radio and TV Interview - Originals	radio and TV interview data and related interview tapes	originals	Return to originating activity. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Radio and TV Interview - Copies	radio and TV interview data and related interview tapes	copies	Destroy 3 months after release of the interview tape to the hometown news media AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.01	Radio and TV Interviews Killed	radio and TV interview data and related interview tapes	killed	Destroy 1 month after the original interview tape is killed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Card Index of State TV Stations Coverage Reference	card index of the TV stations in each state	used as a control reference of their coverage	Destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Biographical Files	biographical files	consisting of home town news releases and biographical data, attached photos, negatives or prints and other pertinent data	Destroy 2 months after date of release to the home town media for publication. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 35-3

AMERICAN FORCES RADIO AND TELEVISION (AFRT) RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Negotiations and Conflicts of AFRT Operations	talks, frequency limitations, civilian boundary disputes, and background information on setting up AFRT	at local AFRT facilities	Destroy 2 years after inactivation of unit. AUTH: N1-AFU-90-3 See Note Number:

				212, 213, 214
2.00	Authorization to Operate	frequencies granted, emergency frequencies and call signs	at local AFRT facilities	Destroy 2 years after inactivation of unit. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Public Affairs Internal Information Programs	broadcasting policies	at local AFRT facilities	Destroy after a new policy of the same subject is made. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Operation of AFRT	operational instructions	at local AFRT facilities	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Recorded Discs or Magnetic Tapes	records of discs or magnetic tapes	at local AFRT facilities	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Program Restriction Files	records pertaining to the establishment/removal of program restrictions imposed by the television industry	at broadcasting units in overseas areas	Destroy when superseded or on inactivation of unit. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	AFRTS Workload Factor Reports	monthly worksheets and reports, explanations of deviations	at HQ AFNEWS and broadcast units in overseas area	Destroy after 1 year. N1-AFU-00-2 See Note Number: 212, 213, 214
8.00	Product Reviews	product reviews	product quality assessments, critiques, review of external products, audience questionnaires and surveys	Destroy after 1 year. N1-AFU-00-2 See Note Number: 212, 213, 214
9.00	AFRTS Broadcast Material Library, Program Reference and Guidance Material	AFRTS broadcast material library, program reference and guidance material	information on program materials, scheduling, restrictions, clearances, broadcast materials delivery systems, audience questionnaires	Destroy when superseded or obsolete. N1-AFU-00-2 See Note Number: 212, 213, 214
10.00	Library Inventories of Broadcast Material	AFRTS program and spot library inventories, spot cancellation notices, authorization to retain satellite delivered materials	at local AFRTS facilities	Destroy when superseded or 1 year after materials are shipped or destroyed, whichever is later.

				N1-AFU-00-2 See Note Number: 212, 213, 214
11.00	Library Material Disposition	request for disposition and disposition instructions for accountable library material, certificates of destruction, packing listings for shipment, spot cancellation notices	at receiving or requesting activity	Destroy after 1 year or on receipt of corrected inventory, whichever is later. N1-AFU-00-2 See Note Number: 212, 213, 214

Table 36-1

MILITARY AND CIVILIAN PERSONNEL

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Confidential Statement of Affiliations and Financial Interests - DOD Personnel	DD Form 1555 filed under DoDD 5500.7, Standards of Conduct, May 21, 1964	at appropriate Standards of Conduct Counselor	Destroy when 6 years old; except that records needed in an on-going investigation will be retained until no longer needed in the investigation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
1.01	Executive Personnel Financial Disclosure Report	SF 278, Executive Branch Personnel - Public Financial Disclosure Report, filed under DoDD 5500.7 and required by the Ethics in Government Act of 1978 (P.L. 95-521)	at Judge Advocate General, HQ USAF and Office of the General Counsel of the Air Force (SAF/GC)	Destroy when 6 years old; except that records needed in an ongoing investigation will be retained until no longer needed in the investigation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Requests for Approval to Attend Technical, Scientific, or Professional Meetings Approved Requests	requests and related correspondence	at approving headquarters and/or orders-issuing office	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Requests for Approval to Attend Technical, Scientific, or Professional Meetings Disapproved/Approved Requests	requests for approval	at activities other than in Rule 2	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 214

4.00	Minutes, Agendas of Symposia, Conferences, Exhibits, Scientific and Technical Conventions Conducted or Sponsored by USAF	minutes, agendas, conferences, exhibits, scientific and technical conventions and related records	accumulated by sponsoring OPR of USAF-conducted symposia/conferences	Dispose of with related functional subject matter files of the activity or office. AUTH: N1-AFU-90-3 See Note Number: 212, 213
5.00	Control Records Symposia, Conferences, Exhibits, Scientific and Technical Conventions Conducted or Sponsored by USAF	control records, conferences, exhibits, scientific and technical conventions	correspondence concerning conduct of events which do not document an achievement or have continuing reference value	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Off-Duty Employment Requests/ Applications Approved	records and related correspondence	pertaining to requests for approval of off-duty employment	Destroy on termination of employment, when superseded by a new request, or on reassignment or separation of individual. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Off-Duty Employment Requests/Applications Disapproved	off-duty employment requests/applications	disapproved	Destroy after 1 year, or on reassignment or separation of individual concerned. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Alternative Dispute Resolution (ADR) Files - General Files	general correspondence and copies of statutes, regulations, meeting minutes, reports, statistical tabulations, evaluations of the ADR program, and other records	relating to the agency's overall ADR program	Destroy when 3 years old. GRS 1, Item 27 See Note Number: 212, 213, 214
9.00	Alternative Dispute Resolution (ADR) Files - Case Files	Alternative Dispute Resolution (ADR) files - case files	records documenting ADR proceedings. These files may include an agreement to use ADR, documentation of the settlement or discontinuance of the ADR case, parties' written evaluations of the process and/or the neutral third party mediator, and related correspondence	Destroy 3 years after settlement is implemented or case is discontinued. GRS 1, Item 27 See Note Number: 212, 213, 214, 217
10.00	Drug/Alcohol Abuse Control Statistics (on or	reports on drug/alcohol abuse program status or	at HQ USAF/DPM	Retire as permanent.

	before 30 Sep 94)	SART data		AUTH: NC1-174-177 See Note Number: 6, 212, 213, 214
11.00	Academic Rank Appointments	academic rank appointments	requests for appointment, recommendations for promotion within academic ranks, and related records	Destroy when individual is no longer eligible for assignment to instructional positions or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Equal Opportunity and Treatment Statistics at Social Actions Offices and Other Offices	administrative inquiries and investigative reports, records of interview and incident/complaint reports	relating to equal opportunity matters	Destroy 2 years after case is closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Equal Opportunity and Treatment Statistics at HQ USAF/DPCH and DPMYCS	reports on equal opportunity and treatment program status, including equal opportunity complaints, racial incidents, and affirmative actions plan status reports	at HQ USAF/DPCH and DPMYCS	Destroy after 20 years. AUTH: N1-AFU-90-3
14.00	Equal Opportunity and Treatment Statistics at Social Actions Offices	equal opportunity and treatment statistics	at social actions offices	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	General Grievances, Appeals and Discrimination Complaints	individual's grievance or complaint, report of hearing or inquiry, copies of decisions rendered, and related material	at social actions offices or any other location	Destroy 2 years after date of final decision or 2 years after date of any action on the case after final decision, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Adverse Actions	adverse actions	notice of proposed action and answer made by individuals and notice of decision, including records concerning circumstances of adverse action cases, dates of delivery of notices, sequence of events and	Destroy 2 years after date of the adverse action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

			statements of witnesses	
17.00	Lecturer Case Files	correspondence and forms detailing contracts with lecturers, biographical sketches of lecturers, host officer, introductions, evaluations of lecturers and related material	in offices of record	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 214, 363
18.00	USAF Personnel Plan (Record Copy)	silver-halide microfiche of the plan described by AFR 8-12	at HQ USAF OPR	Retire as permanent upon supersession, obsolescence, or rescission. AUTH: N1-AFU-90-40 See Note Number: 6, 214
19.00	USAF Personnel Plan	USAF personnel plan	all other copies	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-40 See Note Number: 212, 213, 214

Table 36-2

PERSONNEL IDENTIFICATION AND PASS RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Identification Credentials	cards issued to military personnel, their dependents or other authorized individuals to establish identity as military personnel, protected personnel, noncombatants, or as entitled to privileges such as medical care, commissary privileges, exchange patronage, and admission to military theaters, or for similar purposes under AFI 36-3026(I), identification cards for members of the uniformed services, their family members and other eligible personnel	permanently surrendered or confiscated	Destroy immediately if not to be reissued. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Records Used to Identify Personnel Residing on or Permitted to Enter an AF Installation	local badges, photographs, passes, identification fingerprint cards and similar records used to identify personnel residing on or permitted to enter an AF installation or	permanently surrendered or confiscated	Destroy immediately if not to be reissued. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		barred from such installations; or controlled area credentials for regulating entry to a land or water area, building, structure or room to which entry must be controlled to protect USAF physical resources situated thereon or contained therein		
3.00	Restricted Area Badges	issued to individuals who have been granted unescorted entry authority to restrict areas under AF 31-series directives	permanently surrendered or confiscated	Destroy immediately if not to be reissued. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Armed Forces Liberty Pass	forms issued to airmen to authorize absences from official duties, or for absences during normal off-duty hours when credentials in Rule 1 are not used for those purposes	permanently surrendered or confiscated	Destroy on reaccomplishment of a new pass, or on reassignment or separation of individual. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Provisional Pass at Issuing Activity	forms issued to enlisted members of the Armed Forces when delays might result in failure to report to proper station within time limit specified in orders or pass, or when a pass has expired or the individual does not have a pass or leave orders	permanently surrendered or confiscated	Destroy 90 days after date of issuance. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Provisional Pass Sent to Individual's Commander or Station Destination	forms issued to enlisted members of the Armed Forces when delays might result in failure to report to proper station within time limit specified in orders or pass, or when a pass has expired or the individual does not have a pass or leave orders	sent to individual's commander or station destination	Destroy 90 days after date of issuance. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Provisional Pass Issued to Individuals	forms issued to enlisted members of the Armed Forces when delays might result in failure to report to proper station within time limit specified in orders or pass, or when a pass has expired or the individual does not have a pass or leave orders	issued to individuals	Destroy when individual reports to final destination. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Loss, Theft or Destruction of Identification Credentials/Passes	statements, certificates and related correspondence reporting the loss, theft or destruction of identification credentials or passes	at activities issuing replacement credentials	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Applications Disapproved	forms or correspondence used as applications or requests for identification credentials or passes	disapproved	Destroy or return to requesting office or individual, as applicable.

				AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Applications Retained by Verifying and Issuing Activities	forms or correspondence used as applications or requests for identification credentials or passes	as receipts for US Armed Forces credentials issued under AFI 36-3026(I)	Destroy upon receipt of processed applications which supersede or replace applications on file. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Applications at Issuing Activities as a Receipt for Credentials	forms or correspondence used as applications or requests for identification credentials or passes	badges, and passes not covered by AFI 36-3026(I)	Destroy when superseded by a new application, on destruction of related credential, or immediately after issuance of credential and entry on control log by issuing office, as provided for in the prescribing directive. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.01	Applications Not Used for Reissue of ID Card	applications not used for reissue of ID card	badges, and passes not covered by AFI 36-3026(I)	Manage according to AFI 36-3026(I) and destroy upon receipt of processed applications which supersede or replace applications on file. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Unescorted Entry Authorization	copies of maintained by requesting activities or as part of an entry control system	used by the requesting activity to ensure individually issued authenticators/badges are surrendered upon reassignment or separation of individual	Destroy when notified that credential has been returned to issuing activity. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Destruction Certificates	forms or correspondence used to certify the destruction of identification credentials permanently surrendered or confiscated	prepared by issuing or destroying officials who do not have custody of the receipts for the related credentials, and sent to the appropriate custodian	Destroy after related records (Rule 15) are destroyed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Destruction Certificates Prepared by Destroying Officials	forms used to record burning or mutilation of blank accountable identification credentials	prepared by destroying officials	They become part of the accountability file (see Rule 15). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Accountability Records Issuance of Identification Cards	logs, registers, receipts for blank accountable forms, destruction certificates for destroyed blank accountable forms and similar records	completed by issuing officers to record the issuance of identification cards (ID) covered by AFI 36-3026(I)	Destroy 5 years after issue of last card listed on log or register form. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.01	Record of Issuance of Identification Credentials/Passes	logs, registers, receipts for blank accountability forms, destruction certificates for destroyed blank forms and	completed by issuing officers to record the issue of identification credentials/passes not	Destroy after last badge listed on the form is destroyed. AUTH: N1-AFU-90-3

		similar records	covered by AFI 36-3026(I)	See Note Number: 212, 213, 214
15.02	Record the Issue of Subblocks of Vehicle Registration Identification Forms	subblocks of vehicle registration identification forms	completed by issuing officers to record the issue of subblocks of vehicle registration identification forms to official vehicle registration agents	Destroy 60 days following expiration of validity period for that series of vehicle registration decal. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Accountability Records for Commissary Privilege Cards (DD Form 2529)	logs, registers, receipt for blank accountable forms, destruction certificates for destroyed forms and similar records	at Air Force Reserve and Air National Guard units' orderly rooms	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Passports and Visas	passports and visas	authorizations to apply for no-fee passports and/or requests for visas and related correspondence	Destroy 6 months after submission of annual report of passport applications. AUTH: N1-AFU-90-3 See Note Number: 159, 212, 213, 214
18.00	Annual Report of Passport Applications	applications	annual report of passport applications	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Receipts and Related Correspondence for the Issuance of Passports	receipts and related correspondence for the issuance of passports	at AMC activities	Destroy when passport is renewed; destroy 3 months after individual's reassignment, or return of passport to the issuing agency. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Ration Control Accountability	all records related to management of ration control programs, ration cards, coupons and control register	at USAFE activities	Destroy 4 years after calendar year cuttoff law US Army Europ Regulation 600-702. N1-AFU-00-9

Table 36-3

CASUALTY REPORTING, NOTIFICATION AND ASSISTANCE

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Casualty Reporting, Notification, and Assistance Records at HQ AFPC/DPMC	casualty reports, supplemental reports, notification messages to next-of-kin, letters of circumstances and condolences, report of casualty, report of facts and circumstances, acknowledgment and/or transfer of casualty assistance, record of emergency data, casualty assistance summary, and related correspondence (see Rules 12 and 13 for missing person(s) supplementary report)	at HQ AFPC/DPMC	Incorporate into the master military personnel records after the casualty assistance case has been closed and then send to NPRC under Table 36-12, Rule 1. AUTH: N1-AFU-90-3

2.00	Casualty Reporting, Notification and Assistance Records at Installations	casualty reports, supplemental reports, notification messages to next-of-kin, letters of circumstances and condolences, report of casualty, report of facts and circumstances, acknowledgment and/or transfer of casualty assistance, record of emergency data, casualty assistance summary, and related correspondence (see Rules 12 and 13 for missing person(s) supplementary report)	at installations	Destroy 1 year after casualty assistance case has been closed. AUTH: N1-AFU-90-3 See Note Number: 56, 75, 214
3.00	Missing and Captured Persons	casualty reports, supplemental reports, notification messages to next-of-kin, letters of circumstances and condolences, report of casualty, report of facts and circumstances, acknowledgment and/or transfer of casualty assistance, record of emergency data, casualty assistance summary, and related correspondence (see Rules 12 and 13 for missing person(s) supplementary report)	held until fate of casualty is determined (at all levels)	Apply appropriate disposition instructions for deceased (Rules 1 and 2) or returned to military control (Rules 4 and 5). AUTH: N1-AFU-90-3
4.00	Persons Returned to Military Control from Missing or Captured Status at Installations	casualty reports, supplemental reports, notification messages to next-of-kin, letters of circumstances and condolences, report of casualty, report of facts and circumstances, acknowledgment and/or transfer of casualty assistance, record of emergency data, casualty assistance summary, and related correspondence (see Rules 12 and 13 for missing person(s) supplementary report)	at installations	Destroy 1 year after casualty assistance summary has been forwarded to HQ USAF. AUTH: N1-AFU-90-3 See Note Number: 57, 75
5.00	Very Seriously ILL/Injured or seriously ILL/Injured at HQ AFPC/DPMC	casualty reports, supplemental reports, notification messages to next-of-kin, letters of circumstances and condolences, report of casualty, report of facts and circumstances, acknowledgment and/or transfer of casualty assistance, record of emergency data, casualty assistance summary, and related correspondence (see Rules 12 and 13 for missing person(s) supplementary report)	at HQ AFPC/DPMC	Destroy 6 months after administrative closing of case. AUTH: N1-AFU-90-3 See Note Number: 214
6.00	Very Seriously ILL/Injured or Seriously ILL/Injured at Installations	casualty reports, supplemental reports, notification messages to next-of-kin, letters of circumstances and condolences, report of casualty, report of facts and circumstances, acknowledgment and/or transfer of casualty assistance, record of emergency data, casualty assistance summary, and related correspondence (see Rules 12 and 13 for missing person(s) supplementary report)	at installations	Destroy 1 year after patient is reported "WRITE," "BROKE," "MOVED." AUTH: N1-AFU-90-3 See Note Number: 214
7.00	Wounded in Action and Not Seriously ILL or Injured at HQ AFPC/DPMC	casualty reports, supplemental reports, notification messages to next-of-kin, letters of circumstances and condolences, report of casualty, report of facts and circumstances, acknowledgment and/or transfer of casualty assistance, record of emergency data, casualty assistance summary, and related correspondence (see Rules 12 and 13 for missing person(s) supplementary report)	at HQ AFPC/DPMC	Destroy 6 months after receipt of report. AUTH: N1-AFU-90-3 See Note Number: 214

8.00	Wounded in Action and Not Seriously ILL or Injured at Installations	casualty reports, supplemental reports, notification messages to next-of-kin, letters of circumstances and condolences, report of casualty, report of facts and circumstances, acknowledgment and/or transfer of casualty assistance, record of emergency data, casualty assistance summary, and related correspondence (see Rules 12 and 13 for missing person(s) supplementary report)	at installations	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 214
9.00	Casualty Records Maintained at Levels of Command Not Covered in this Table	casualty reports, supplemental reports, notification messages to next-of-kin, letters of circumstances and condolences, report of casualty, report of facts and circumstances, acknowledgment and/or transfer of casualty assistance, record of emergency data, casualty assistance summary, and related correspondence (see Rules 12 and 13 for missing person(s) supplementary report)	at other than HQ USAF and reporting installations	Destroy after administrative closing of case, or when no longer needed to perform monitoring responsibilities. AUTH: N1-AFU-90-3 See Note Number: 56, 214
10.00	Missing Persons Supplementary Report Still Missing After 10 Years	report with attachments and all related information	at AFPC Casualty Office	Incorporate into the master military personnel record and then send to NPRC under Table 36-12, Rule 1. AUTH: N1-AFU-90-3 See Note Number: 214, 366
11.00	Missing Persons Supplementary Report No Longer Missing Before 10 Years	report with attachments and all related information	at HQ AFPC/DPMC	See Rule 3. AUTH: N1-AFU-90-3
12.00	Missing Persons Supplementary Report at Installations	report with attachments and all related information	at installations	Destroy when member's status has changed. AUTH: N1-AFU-90-3
13.00	Record of Emergency Data (Original)	forms for active duty AF personnel	at HQ AFPC/DPMC	Destroy after member's release from extended active duty. AUTH: N1-AFU-90-3 See Note Number: 214
14.00	Record of Emergency Data (Duplicate) Held by GSU	forms for active duty AF personnel; ANG; USAFR; and AF Ready Reserve not on extended active duty	held by GSU	Destroy 30 days after member's departure from GSU or entry on EAD. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Record of Emergency Data (Duplicate) Sent to Units of Attachment	forms for ANG and USAFR personnel entering active duty (not EAD) and whose personnel records are not forwarded to duty base	sent to units of attachments	Destroy 90 days after member's departure. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Record of Emergency Data (Duplicate) Sent to Units Where Duty is Being Performed	forms for ANG and USAFR personnel performing duty with a unit other than unit of assignment and whose personnel records are not forwarded to duty base	sent to units where duty is being performed	Destroy 90 days after member's departure. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Record of	forms for active duty AF personnel	snet to MPFs	Destroy when member

	Emergency Data (Duplicate) Sent to MPFs Servicing the Hospital	hospitalized away from the home installation	servicing the hospital	is released from hospital. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Record of Emergency Ddata (Carbon Punch Card)	forms for active duty AF personnel assigned to the base or installation	at MPFs, Personal Affairs Section or Customer Service	Destroy upon permanent change of station or separation of member. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 367

Table 36-4

PERSONNEL DATA SYSTEM-MILITARY (BASE LEVEL)

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	DDN or Pseudo Processing	disk files in support of DD-N and Pseudo Processing	in MPF or CPF PSM unit	Dispose of in 7 days or when no longer needed for recovery. AUTH: NC1-AFU-85-25 See Note Number: 212, 213, 214
2.00	Listing Output from EOD Processing	utility list, personnel file controller, duplicate record list, DDN list, DESIRE summary, Pseudo Remote list, etc.	used for management and control of PDS	Destroy after 30 days. AUTH: N1-AFU-91-39 See Note Number: 212, 213, 214
3.00	Average Strength Data Report	AF Form 380 used at HQ USAF, MAJCOMs, and bases to make management decisions regarding health, welfare, and morale of military personnel	in MPF work unit	Destroy after 1 year or on inactivation, whichever is sooner. AUTH: NC1-AFU-85-25 See Note Number: 212, 213, 214
4.00	Average Strength Data Report	AF Form 380 used at HQ USAF, MAJCOMs, and bases to make management decisions regarding health, welfare, and morale of military personnel	at using activity	Destroy after 3 months or when purposed is served, whichever is sooner. AUTH: NC1-AFU-88-25 See Note Number: 212, 213, 214
5.00	Daily Strength Data	daily strength reports	unit strength reports	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note

				Number: 212, 213, 214
6.00	Transaction Registers Resulting from Base Level Personnel System	the report itself which is computer produced each processing day	at Personnel System Manager (PSM) work center	Destroy after 30 days or when no longer needed, whichever is later. AUTH: NC1-AFU-88-25 See Note Number: 212, 213, 214
7.00	Transaction Registers Resulting from Base Level Personnel System	the report itself which is computer produced each processing day	copies at work centers other than PSM	Destroy when purpose has been served. AUTH: NC1-AFU-88-25 See Note Number: 212, 213, 214
8.00	Rejected Transaction	listing of transactions which fail edits and rejects to CPF or MPF for correction	identifying and correcting errors	Destroy after 6 months. AUTH: NC1-AFU-88-25 See Note Number: 212, 213, 214
9.00	Central and Local Tables	listing, microfiche or disk files	used for coding, translating codes, verifying system routines	Destroy when replaced by new listing or microfiche. AUTH: NC1-AFU-88-25 See Note Number: 212, 213, 214
10.00	Documents Supporting System Updates	personnel coding sheets or input source documentation not otherwise covered in this manual	used to prepare input transactions	Destroy 3 months after input or when no longer needed. AUTH: NC1-AFU-88-25 See Note Number: 212, 213, 214
11.00	PDS Data Verification Products	DESIRE listing and various other supporting documentation	used for obtaining information, identifying discrepancies, effecting corrections, general quality control of PDS also for measuring the management and control of personnel office responsibilities	Destroy after 1 year or when no longer needed. AUTH: NC1-AFU-88-25 See Note Number: 212, 213, 214
12.00	Products Resulting From the PDS Which Are Mechanically Produced Output Products Not Covered Elsewhere in This Manual	disk files used to produce a report, or the report itself, various listing of miscellaneous information from PDS, reentry disk files	products which serve such diversified purposes that it is impractical to develop a retention period for each	Destroy when superseded or when no longer needed. AUTH: NC1-AFU-88-25 See Note Number: 160, 212, 213, 214
13.00	RIP Products	RIPs containing	used for audit and	Destroy after 3

		individual or position data not otherwise covered in this manual as required functional documentation	verification of data input or already a part of PDS record	months or when no longer needed. AUTH: NC1-AFU-88-25 See Note Number: 160, 212, 213, 214
14.00	AF Form 804, Personnel Data System Requirement/Change Request	supporting records	used for audit and verification of data input or already a part of PDS record	Destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-92-22 See Note Number: 160, 212, 213, 214
15.00	AF Form 1945, Personnel System Exceptions Report	AF Form 1945, Personnel System Exceptions Report	used for audit and verification of data input or already a part of PDS record	Maintain 2 calendar years in current files, then destroy after 2 additional years. AUTH: N1-AFU-92-22 See Note Number: 160, 212, 213, 214

Table 36-5

USAFA FACULTY/CADET RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Biographical Sketch	records used as a primary source for academic information on officers assigned to USAFA teaching positions and as a sole source for academic informationn on officers who have left	at faculty departments and staff agencies	Retain in office for 10 years after departure from USAFA then forward to Special Collections (DFSELSC) and destroy when no longer needed for reference. AUTH: NC1-461-82-5 See Note Number: 212, 213, 214
2.00	Tenure Associate Professors, Tenure Staff Officers and Continuous Tour Officers	correspondence pertaining to the initial request, justification, superintendent approval and AFPC approval	at Director of Assignments (DPR)	Destroy 1 year after termination or rescission of appointment. AUTH: NC1-461-82-5 See Note Number: 212, 213, 214
3.00	Instructor Files	forms and/or correspondence on future, current, and past USAFA instructors	at Director of Assignments (DPR)	Destroy when no longer needed for reference. AUTH: NC1-461-82-5 See Note Number: 212, 213, 214
4.00	Case Files of Advance Degree	correspondence pertaining to the available resources, AFIT eligibility	at Director of Assignments	Destroy upon completion of AFIT

	Nominations	letters	(DPR)	training. AUTH: NC1-461-82-5 See Note Number: 212, 213, 214
5.00	Graduate Program Applications	correspondence and related records concerning applications and preparation for scholarships/fellowships	at Graduate Studies	Destroy after 25 years. AUTH: NC1-461-82-5 See Note Number: 1, 212, 213, 214
6.00	Conduct and/or Aptitude Probation	correspondence used to refer cadet for placement on, continuation on, or removal from aptitude or conduct probation	at Cadet Policy Division	Destroy upon graduation or, when cadet would have graduated. AUTH: NC1-461-82-5 See Note Number: 212, 213, 214
7.00	Counseling Record	forms used in daily contacts with cadets and are part of the individual's counseling file	at Cadet Counseling Center	Destroy 1 year after graduation. AUTH: NC1-461-82-5 See Note Number: 212, 213, 214
8.00	Investigation Files Guilty cases at Cadet Honor and Ethics	investigative material pertaining to Wing Honor Boards/Admitted Honor investigative panels	at Cadet Honor and Ethics	Destroy after 7 years. AUTH: N1-AFU-97-13 See Note Number: 212, 213, 214
8.01	Investigation Files Not guilty cases at Cadet Honor and Ethics	investigative material pertaining to Wing Honor Boards/Admitted Honor investigative panels	at Cadet Honor and Ethics	Destroy after 1 year. AUTH: N1-AFU-97-13 See Note Number: 212, 213, 214
9.00	Case Files of Honor Hearings Guilty Cases at Cadet Honor and Ethics	honor hearings of accused cadets	guilty cases at Cadet Honor and Ethics	Destroy after 7 years. AUTH: N1-AFU-97-13 See Note Number: 212, 213, 214
10.00	Case Files of Honor Hearings Not Guilty Cases at Cadet Honor and Ethics	honor hearings of accused cadets	not guilty cases at Cadet Honor and Ethics	Destroy after 1 year. AUTH: NC1-461-82-5 See Note Number: 212, 213, 214
11.00	Honor Code Board Log	numerical log of all Honor Code Boards	at Cadet Honor and Ethics	Destroy when no longer needed for reference. AUTH: NC1-461-82-5 See Note Number: 212, 213, 214
12.00	Honor Review Committee	minutes of meetings and background material	at Cadet Honor and Ethics	Destroy when no longer needed for reference. AUTH: NC1-461-82-5 See Note Number: 212, 213, 214
13.00	Honor and Ethics Training	material used for honor and ethics training	at Cadet Honor and Ethics	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: NC1-461-82-5 See Note Number: 212, 213, 214
14.00	Exit Questionnaire	resignation questionnaire on honor code	at Cadet Honor and Ethics	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: NC1-461-82-5 See Note Number: 212, 213, 214
15.00	Boards and Investigations	case files on cadets documenting investigations and boards	at Staff Judge Advocate's office	Destroy when no longer needed for reference. AUTH: NC1-461-82-5 See Note Number: 212, 213, 214

16.00	Cadet Promotion List	roster used to provide information necessary to publish a listing of all cadets possessing rank for the next promotion list term	at Staff Judge Advocate's office	Destroy after 1 year. AUTH: NC1-461-82-5 See Note Number: 212, 213, 214
17.00	Cadet Information Card	forms used to provide faculty departments and instructors with a ready reference academic profile of current and past cadets	at each department	Destroy after purpose has been served or 10 years after graduation whichever is sooner. AUTH: NC1-461-82-5 See Note Number: 77, 212, 213, 214
18.00	Motor Vehicle Information	forms used to request permission for purchase of a motor vehicle and to record information about a cadet's motor vehicle including a summary of his/her driving record	at Air Officer Command office	Destroy when superseded, when no longer needed, or upon graduation, whichever is sooner. AUTH: NC1-461-82-5 See Note Number: 212, 213, 214
19.00	Drum and Bugle Corps	forms and correspondence to record cadet's interest, experience, and abilities including audition sheets from tryouts	at Cadet Drum and Bugle Corps Office	Destroy after graduation or when cadet would have graduated. AUTH: NC1-461-82-5 See Note Number: 212, 213, 214

Table 36-6

PERSONNEL SURVEYS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Personnel Surveys at HQ USAF/DPCE and HQ AFPC/DPMYOS	correspondence on announcement, method of administration, suspense dates, disposition instructions used to conduct surveys	at HQ USAF/DPCE and HQ AFPC/DPMYOS	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Personnel Surveys at MAJCOMs, MPFs, CPFs	correspondence on announcement, method of administration, suspense dates, disposition instructions used to conduct surveys	at MAJCOMs, MPFs, CPFs	Destroy following closing date of the survey. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Personnel Surveys Select DESIRE Inquiry Statement	personnel surveys select DESIRE inquiry statement	used to identify respondents at respective MPFs and CPFs	Destroy following closing date of the survey. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Personnel Surveys Listing of Respondees	personnel surveys listing of respondees	used to identify and contact respondees and for follow-up contacts as necessary	Destroy following closing date of the survey. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Personnel Surveys Booklets Used to Administer Survey	personnel surveys booklet	used to administer survey	Destroy after use or send to next location, as directed. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214
6.00	Answer Sheets	answer sheets	used to record responses, then to compile responses	Send to the HQ AFPC for optical document scanner to read and create data files; destroy when quality-controlled file is created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 452
7.00	Computer Printout of Survey Data Used by OPR	computer printout of survey	used by OPR to analyze survey results	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 452
8.00	Report of Survey	report survey	findings on data analysis, and resulting actions taken or planned	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Computer Tapes or Mass Storage	computer tapes or mass storage	used to maintain data available for further analysis and longitudinal studies	Erase when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 36-7

FAMILY SUPPORT CENTERS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Family Support Center Programs	family support center programs	programs offered by the Family Support Center. Copies of outlines, indexes, letters, class lesson plans, publicity, etc., of programs available or pending	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Records of Families Seeking Services	on going record of individual requests for services, information or instruction (AF Forms 2800 and 2801)	at base level	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Family Support Center Contact Records	family support center contact records	forms and similar documents regarding individuals who logically may later seek services of the Family Support Center either by direct contact or referral from commanders or other base agencies	Destroy 3 months after quarterly report is sent in if further contact is not made. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Intake Summaries	intake summaries	records of individuals seeking counseling, information, referral or program participation (AF Form	Destroy after 2 years. AUTH: N1-AFU-90-3

			2806)	See Note Number: 212, 213, 214
5.00	Volunteers Service Records	AF Forms 2805	at base level	Destroy 1 year after individual departs. AUTH: N1-AFU-90-42 See Note Number: 212, 213, 214

Table 36-8

POINT CREDIT ACCOUNTING AND REPORTING SYSTEM (PCARS)

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Input Transaction Registers	certified listings summarizing manual input to PCARS from the MPF	produced by MPFs and held at MPF work centers	Destroy after 16 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Processed Transactions	listings reflecting all transactions processing in PCARS	produced by PCARS and distributed to MPFs	Destroy after 16 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Rejected Transactions	listings of transactions which fail edits and reject to MPFs for correction	produced by PCARS and distributed to MPFs	Destroy after corrective action completed or when the list is superseded by a more current list. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Point Summaries	MPF member roster and point summaries for reservists assigned to the MPF	produced by PCARS and distributed to MPFs	Destroy after receipt of more current reports or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	ANG/USAFR Retirement Credit Summary/Statement of Points Earned at MPFs and Other Work Centers	preprinted of continuous forms	designed to be used for computer printing within PCARS and/or manually completed	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 161, 212, 213, 214
6.00	ANG/USAFR Retirement Credit Summary/Statement of Points Earned at Adjutants General Offices in the Respective States	preprinted of continuous forms	designed to be used for computer printing within PCARS and/or manually completed	Dispose of according to the legal requirements of the individual states. AUTH: N1-AFU-90-

				3 See Note Number: 161, 212, 213, 214
7.00	Working Data Used to Operate the PCARS	accession listings; list of recycled transactions; list of records requiring reconciliation between APDS, PCARS and ARPAS; and various control reports used to assure a valid computer update	at MPF work centers	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 161, 212, 213, 214
8.00	Statistical Reports or Summaries Used to Manage PCARS	ANG point summary, error analysis reports, input and reject analysis reports, APDS-PCARS reconciliation reports, MPF performance evaluation reports	at MPF work centers, National Guard Bureau, Air Force Reserve, HQ USAF Office of Air Force Reserve, State Adjutant General, and other activities as applicable	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 161, 212, 213, 214

Table 36-9

PERSONNEL DATA SYSTEM--MILITARY AND CIVILIAN (HQ AFMPC)

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	HQ AFPC PDS-MILITARY PDS-CIVILIAN (TAPE)	a complete PDS record (by sub-system) for every member on the master personnel file as of the end of each month (EOM)	used to derive the strength of the AF as of EOM and for retrieval purposes	Destroy EOM Jul, Aug, Oct, Nov, Jan, Feb, Apr, May, after 13 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	PDS-EOM Mar and Jun	a complete PDS record (by sub-system) for every member on the master personnel file as of the end of each month (EOM)	used to derive the strength of the AF as of EOM and for retrieval purposes	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	PDS-EOM Dec	a complete PDS record (by sub-system) for every member on the master personnel file as of the end of each month (EOM)	used to derive the strength of the AF as of EOM and for retrieval purposes	Destroy after 6 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	PDS-EOM Sep	a complete PDS record (by sub-system) for every member on the master personnel file as of the end of each month (EOM)	used to derive the strength of the AF as of EOM and for retrieval purposes	Retire as permanent. AUTH: N1-AFU-94-2 See Note Number: 368
5.00	HQ AFPC PDS-MILITARY PDS-CIVILIAN (TAPE)	records transactions processed by SSAN, CCPN for each update	provides capability for post analysis for actions affecting AF personnel structure and for reconstructing of master files	Destroy after 6 months. AUTH: N1-AFU-94-2 See Note Number: 212, 213, 214

6.00	HQ AFPC Monthly (TAPE and Microform) PDS-Civilian	transactions as of update for the month, build to pack as each occurs	used for monthly reports and recovery of reports, effecting AF Personnel and strength	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 36-10

USAF RECRUITING SERVICE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	National Lead Fulfillment	listing by flight and recruiting office of names and all available information on prospects who responded to a national advertisement	used by flight supervisors and recruiters	Destroy 2 years after end of FY in which all actions are completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Center of Influence (COI) Leads	AETC Form 1303 listing new leads generated as a result of a Prospective Applicant (PA) COI event	at recruiting offices which held the event and at flight supervisor offices	Destroy 2 years after end of FY in which all actions are completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Data Feedback	data feedback	separate or detachable mailback information card used to obtain pertinent information from individuals who indicate their interest in finding out about the USAF	Destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Visitor Log	log to record visits by distinguished civilians and all military personnel	at recruiting offices	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Personal Interview Records (PIRs) (PA System of Record F036 AETC E)	records prepared during interview to determine enlistment eligibility	at preparing activities maintained in the recruiting activity management support system (RAMSS)	Destroy 6 years after end of FY in which all actions are completed. AUTH: N1-AFU-00-3 See Note Number: 212, 213, 214
6.00	Enlistment Case Files at Recruiting Offices	forms and related records used to process and enlist individuals into the military service	at recruiting offices	Send to appropriate USAF Military Enlistment Processing Station (MEPS) liaison office prior to applicant processing at that facility. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214, 369
7.00	Enlistment Case Files at AF Liaison (MEPS) Offices	enlsitment case files	at AF liason (MEPS) offices	Distribute case file forms per AETCR 33-2 and Military Enlistment Processing Command (MEPCOM) directives. Destroy remaining forms 90 days after applicant enlistment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Delayed Enlistment Program (DEP) Case Files Applicants Separated	Delayed Enlistment Program (DEP) case files applicants separated	at squadron operations offices	Destroy 1 year after the end of the month in which the applicant was discharged. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Delayed Enlistment Program (DEP) Case Files Applicants Processed and Disqualified	case files on applicants processed and disqualified because they failed to meet mental or physical standards, failed to enlist in the DEP or regular AF or accept assignment reservation, or no further enlistment action is contemplated	at recruiting offices	Destroy 3 months after the end of the month case file was received by the recruiter. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	School Program Folders	individual data pertaining to type of school, visits scheduled, direct mail program mailouts, ASVAB listings and other appropriate data	at recruiting offices	Destroy 2 years after end of FY. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Recruiter Daily Activity Log	form used to log daily expectation, literature mailed, replies received, calls attempted, contacts made, appointments scheduled, number of prospects who failed to show for appointment and number of prospects who were recontacted for appointment, walk-ins, disqualified individuals, PIRs initiated, etc.	prepared by the recruiter	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Supervisor's Recruiter Activity Log	evaluation and analysis of flight recruiters	prepared by the flight supervisor	Destroy when no longer needed or upon transfer to Consolidated Recruiter Activity Log. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Consolidated	data consolidated from	prepared by the flight	Destroy 1 year after

	Recruiting Activity Log	Supervisor's Recruiter Activity Log	supervisor	end of FY. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Squadron Operations Daily Activity Log	data on daily recruiting operations	at squadron operations sections	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Squadron Operations Monthly Activity Log	data consolidated from Operations Daily Activity Log	at squadron operations sections	Destroy 1 year after end of FY. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Market Surveys at Recruiting Offices	a record of unemployment rates, reserve components, cultural and ethnic makeup of the market area, and Armed Services Vocational Aptitude Battery data	at recruiting offices	Destroy 1 year after end of FY. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Market Surveys at Flight and Squadron Operations Offices	a record of unemployment rates, reserve components, cultural and ethnic makeup of the market area, and Armed Services Vocational Aptitude Battery data	at flight and squadron operations offices	Destroy 2 years after end of FY. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Commissioning Case Files	applications awaiting board action	at Officer Training School/medical/nurse program manager office and AFRS	Destroy 12 months after end of the month of Entry into Active Duty (EAD). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Commissioning Case Files Applications Awaiting Resubmission	for those who have been nonselected, have declined a commission, or have been medically disqualified	at Officer Training School/medical/nurse program manager office and AFRS	Destroy 12 months after the end of the month in which final action is completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 36-11

PERSONNEL SERVICES

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Private Organizations (PO) Records at Responsible Staff Offices	constitutions and by-laws, charters or articles of agreement, legal reviews by Judge Advocates, commander's approval to operate on base, biennial review waivers and related papers	as designated by the installation commander	Destroy 1 year after discontinuance of the PO. AUTH: N1-AFU-90-3 See Note Number: 178, 214

2.00	PO Minutes of Meetings and Monthly Financial Statements	PO minutes of meetings and monthly financial statements	as designated by the installation commander	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 178, 212, 213, 214
3.00	PO Records of Types 2 and 3 POs as Described in AFI 34-223, Private Organization (PO) Program	financial audits and reviews	described in AFI 34-223, Private Organization (PO) program	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Reports on Applications for Vending Stand Locations	reports required by AFI 34-206 identifying number of applications for vending stand locations received from state licensing agencies; number accepted, denied, and still pending, as pertains to applications from blind persons	at HQ AFPC/DPMSC	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Reports on Applications for Vending Stand Locations at MAJCOMS and Intermediate Commands	reports required by AFI 34-206 identifying number of applications for vending stand locations received from state licensing agencies; number accepted, denied, and still pending, as pertains to applications from blind persons	at MAJCOMS and intermediate commands	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Reports on Applications for Vending Stand Locations at Installations	reports required by AFI 34-206 identifying number of applications for vending stand locations received from state licensing agencies; number accepted, denied, and still pending, as pertains to applications from blind persons	at installations	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 36-12

INDIVIDUAL MILITARY PERSONNEL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Master Personnel Record Group (Military)	Classified Information Nondisclosure Agreements (NdAs) and the records which comprise the history of an individual's military service required by AFI 36-2608 to be filed in the Master Personnel Record Group	NdAs and other historic information on a military service member	Retire to NPRC after HQ AFPC and HQ ARPC complete all personnel actions (e.g., discharge, retirement, dismissal, pay at age 60) pertaining to the individual. AUTH: NC1-AFU-80-29 See Note Number: 46
1.01	Command Record Group or Field Record Group	records which comprise the history of an individual's military service	required by AFI 36-2608 to be filed in the Command Record Group and/or the Field Record Group	Dispose of per AFI 36-2608. AUTH: N1-AFU-90-3 See Note Number:

				212, 213, 214
1.02	Air Force Discharge Review Board (Final Action)	case files of hearing proceedings of applicants	SAF/MIC transfer to NPRC (MPR) after HQ AFPC and HQ ARPC complete all personnel actions pertaining to the individual	Destroy after 75 years. AUTH: N1-AFU-90-15 See Note Number: 212, 213, 214, 372
1.03	Air Force Discharge Review Board Final Action Cassette Tapes of Hearing	Air Force discharge review board final action casette tapes of hearing	retired to WNRC on an annual basis, or when volume permits	Destroy after 75 years. AUTH: N1-AFU-90-15 See Note Number: 212, 213, 214
2.00	Personnel Information File (PIF)	extra copies of records covered elsewhere in this regulation or other records necessary to manage the member at the unit/supervisor level	kept by the commanders and supervisors in the Command/Supervisor Assigned Personnel Information File	Retain in office file until superseded, no longer needed, separation, or reassignment of individual on PCA or PCS. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 373
3.00	Air Force Personnel Selection Panel (PSP) Records	career briefs, selected and non-selected packages and related records which pertain to Air Force Special Activities Center (AFSAC)	at HQ AFSAC/INXC	Destroy when no longer needed or when member leaves AFSAC. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.01	Medical Professional Staff Professional Papers	records pertaining to medical professional staff concerning their professional papers, accomplishments, research, speeches, doctor/patient relationship, etc.	at HQ AFMSC/SGP	Destroy on reassignment, separation, inactivation of activity, when no longer needed, or after 5 years, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 133, 212, 213, 214, 370
3.02	Air Attache` Informational Personnel Records	career briefs, selected and nonselected packages and related records which pertain to air attaches	at Directorate of Air Attache` Affairs, HQ AFISA	Destroy when no longer needed or when members leaves Attache` service. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Correction of Military Records of Officers and Airmen	copies of policies, opinions, and other records pertinent to the establishment and function of the Air Force Board for Correction of Military Records (AFBCMR) accumulated by the board under AFIs 36-2603, Air Force Board for Correction of Military Records and 36-2401, Correcting Officer and Enlisted Evaluation Reports	at AFBCMR	Destroy when no longer required. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

5.00	AFBCMR Case File	AFBCMR	AFBCMR case files	Destroy after 75 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	AFBCMR Case File at HQ AFPC and HQ ARPC	AFBCMR case files	HQ AFPC and HQ ARPC	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	AFBCMR Case File at other than SAF/ MICB(S) and HQ AFPC and HQ ARPC	AFBCMR case files	at other than SAF/MICB(S) and HQ AFPC and HQ ARPC	Destroy after 2 years or when individual transfers or separates from service, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.01	AFBCMR Case File Accumulated by the Review Board at AFPC and ARPC under AFI 36-2401	working papers, memoranda, or other internal written commentary generated by board members, board presidents or board recorders	at AFPC and ARPC under AFI 36-2401	Destroy on completion of Review Board actions. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Personnel Readiness File (PRF)	records which individuals must hand-carry on deployment for management purposes at deployment site used only when individual is deployed and	maintained during entire period of deployment	Return to the unit upon completion of deployment, or give to individual upon PCS, separation or discharge in order to comply with appropriate directives. AUTH: N1-AFU-90-48 See Note Number: 212, 213, 214
9.00	Service Number Register Files	registers, logs or comparable records used to identify individuals to whom specific service numbers were assigned, or to control the allotment and suballotment of blocks of service numbers obtained from Department of the Army, 1947-July 1969	service number register files	Transfer to NPRC (MPR) and destroy when no longer needed in the reconstruction of military personnel records. AUTH: N1-AFU-90-3 See Note Number: 214
10.00	Absentee/Deserter Case Files Original Records	DD Form 553, Deserter/Absentee Wanted by the Armed Forces, DD Form 616, Report of Return of Absentee Wanted by the Armed Services, and related records, concerning the member's unauthorized absence and return to military control	Initiated at MPFs/CSS and copies sent to AFPC Casualty Office	DD Form 553 is initially retained in UPRG until absentee is returned to military control, then DD Form 616 is accomplished; both forms are then filed in Master Personnel Record Group AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Absentee/Deserter Case Files at	DD Form 553, Deserter/Absentee	at MAJCOM OPRs	Destroy 1 year after the unauthorized

	MAJCOM OPRs	Wanted by the Armed Forces, DD Form 616, Report of Return of Absentee Wanted by the Armed Services, and related records, concerning the member's unauthorized absence and return to military control		absence is terminated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Absentee/Deserter Case Files at Security Police and Other Base Agencies	DD Form 553, Deserter/Absentee Wanted by the Armed Forces, DD Form 616, Report of Return of Absentee Wanted by the Armed Services, and related records, concerning the member's unauthorized absence and return to military control	at security police and other base agencies	Disposition Pending... AUTH: UNSCHEDULED See Note Number: 212, 213, 214
13.00	Weight Management Program or Fitness Training (FT) Program Case File	correspondence, administrative actions, summaries, counseling records; individual records for weight management and fitness training programs, AF Form 1975, Fitness Improvement Activity Log - Aerobic Training, individual notification correspondence and other related documents required by AFI 10-248, Fitness Program	correspondence, administrative actions, summaries, counseling records; individual records for weight management and fitness training programs, AF Form 1975, Fitness Improvement Activity Log - Aerobic Training, individual notification correspondence and other related documents required by AFI 10-248, Fitness Program, maintained in unit orderly rooms or commander support staffs (CSSs)	Destroy after member maintains a fitness score greater than or equal to 75 Percent for 24 consecutive months, removal from program(s), successful completion of P&R, or 90 days after separation or retirement, whichever is sooner. AUTH: N1-AFU-04-06 See Note Number: 212, 213, 214
14.00	Family Care Responsibilities	AF Form 357, Family Care Certification	at unit orderly room, first sergeant's office, unit commander's office or DET/OL administrative office	Destroy when superseded, member is reassigned, or required to document dependent care plan. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Family Care Responsibilities Automated Listings	assigned single member sponsors and military couples with dependents	at unit orderly room	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Individual Mobilization Augmentee (IMA) Annual Status Report	reports pertaining to authorized and assigned IMA levels and force readiness	at HQ USAF/DPXX and AF/RE, MAJCOMs, HQ AFPC and HQ ARPC	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.01	Individual Management Augmentee (IMA) Folders	copies of records covered elsewhere in this regulation or other records necessary to manage the member at	with Unit Reserve Coordinators	Destroy when superseded or no longer needed. At time of reassignment or

		the unit/supervisor level		separation, forward the record to the member; and if reassigned within the command, forward the record to the gaining unit. AUTH: NI-AFU-93-16 See Note Number: 212, 213, 214
17.00	Civilian/Military Service Review Cards	control cards showing determinations of active duty type discharge for civilian/contractor personnel (P.L. 95-202, GI Bill Improvement Act)	at Boards and Correction Section, Air Force Personnel Center (SAF/MIBR)	Retire as permanent. AUTH: NC1-AFU-82-52 See Note Number: 16
18.00	Civilian/Military Service Review Cards at Other Than AFPC/DPMDOA	control cards showing determinations of active duty type discharge for civilian/contractor personnel (P.L. 95-202, GI Bill Improvement Act)	at other AFPC/DPMDOA	Destroy 2 years after service credit determination is made. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	AF Morning Reports and Indexes	morning reports containing information on gains, losses, or changes in status of personnel assigned to a unit, 1947-1966 and indexes	at NPRC (MPR)	Dispose of in January 2042, if no longer needed in documenting military service. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 371
20.00	Court Reporter's Record	court reporter's recordings for formal hearings of the Physical Evaluation Board	consisting of verbatim or summarized records and tapes and discs not transcribed	Destroy 3 years after date of hearing. AUTH: N1-AFU-90-28 See Note Number: 212, 213, 214
21.00	Military Personnel Flight Letters (MPFL) and ALPERSCOM Letters	Military Personnel Flight Letters (MPFL) and ALPERSCOM Letters	record copies at HQ AFPC	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.00	Military Personnel Flight Letters (MPFL) and ALPERSCOM Letters Policy Reference File	Military Personnel Flight Letters (MPFL) and ALPERSCOM Letters policy reference file	copies maintained in control number sequence by calendar year at other than HQ AFPC	Destroy after 90 days or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
23.00	Officer or Enlisted Trained Personnel Requirement (TPR)	Officer or Enlisted Trained Personnel (TPR)	manning level by AFSCs	Destroy after 2 years. AUTH: NI-AFU-93-17 See Note Number: 212, 213, 214

Table 36-13

REENLISTMENT AND RETENTION

R	A	B	C	D

U L E	If the records are or pertain to	consisting of	which are	then
1.00	Career Information and Counseling at Units of Assignment	forms maintained and monitored under AFI 36-2606, Reenlistment in the United States Air Force	at units of assignment	Send to gaining unit upon PCA without PCS; or send to Base Career Advisor when the airman is scheduled for PCS, separation, or is selected for reenlistment. For AF Reserve personnel, destroy 1 year after loss of member. AUTH: N1-AFU-91-27 See Note Number: 142, 212, 213, 214
1.01	Career Information and Counseling at MPF in the Career Enhancement Element	forms maintained and monitored under AFI 36-2606, Reenlistment in the United States Air Force	at MPF in the career enhancement element	Forward for inclusion in the UPRG when the airman is scheduled for PCS; give to the member upon separation or reenlistment; return to unit of assignment when the airman becomes ineligible to reenlist. For AF Reserve personnel, destroy 1 year after loss of member. AUTH: N1-AFU-91-27 See Note Number: 142, 212, 213, 214
2.00	Selective Reenlistment and Retention Selection Records	selective reenlistment and retention selection records including annotated eligibility rosters	created in selecting or nonselecting airmen for continued service	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
3.00	Selective Reenlistment and Retention Duplicates of Records in the Field Record Group	selective reenlistment and retention duplicates of records	in the field record group	Destroy 6 months after final action. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
4.00	ANG Incentive Program	bonus contracts, payment authorizations, ledgers, reports, related correspondence pertaining to the ANG incentive program	at MPFs career enhancement	Destroy when no longer needed or 1 year after final action, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 104, 142, 212, 213, 214
4.01	AFRES Enlisted Incentive Program	bonus contracts, reports, related correspondence pertaining to the AFRES enlisted inventive program	at HQ AFRES/DPRV	Destroy when no longer needed or 1 year after final action, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
5.00	Selective Reenlistment Bonus (SRB)	records pertaining to lump sum or advanced payment of SRB	at MAJCOM retention offices or at MPFs career enhancement	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
6.00	Special Retention Initiative or Suggestions	records pertaining to identification of such factors and actions taken for adoption or disapproval	at MPFs or units	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
7.00	Reenlistment and Retention Program	records required by AFI 36-2006, Oath of Office (Military Personnel) and Certificate of Commission,	not covered else	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
8.00	Career Status	Original DD Form 2839,	at base level	Send to HQ AFPC Retirements

	Bonus (CSB)	Career Status Bonus (CSB) Election	Military Personnel Flight (Career Enhancement Section)	Branch where they will be incorporated into the Master Personnel Record Group AUTH: N1-AFU-90-3

Table 36-14

ENLISTMENT AND REENLISTMENT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Enlistment and Transfer Reports	enlistment and transfer reports	reports of enlistments, reenlistments, and reassignments	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Rejected Enlistment Applications	enlistmenmt applications and related correspondence	rejected	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
3.00	Basic Trainee Interview Records	interviews and supporting records	basic trainee interview records	Destroy 1 year after completion of case. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
4.00	Recruiting Activities Management Support System (RAMSS) DSD EO27	enlistment processing records	Recruiting Activities Management Support System (RAMSS) DSD EO27	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Recruiter Personnel Records	records	recruiter personnel records	Destroy 1 year after individual is removed from recruiter production status. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
6.00	ASVAB Testing Lead Information	information	ASVAB testing lead information	Destroy after 2 months. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
7.00	Enlistment or Reenlistment Agreement- Armed Forces of the US and AF Reenlistment Eligibility Form	forms on enlistments and reenlistments	at MPFs and career assistance units	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214

Table 36-15

CLASSIFICATION AND ASSIGNMENT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Classification and Assignment Records, Personnel Action Forms	forms used to request, announce, effect and record personnel actions, record results of	in field record group	Dispose of per AFI 36-2608. AUTH: N1-AFU-

	in Field Record Group	classification board proceedings, and report and record duty status changes		90-3 See Note Number: 142, 212, 213, 214, 374
2.00	Personnel Action Forms at Other Than MPFs and CRPOs	forms used to request, announce, effect and record personnel actions, record results of classification board proceedings, and report and record duty status changes	accumulated by activities not covered by rules 3 through 10	Destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Classification/On-the-Job Training Action	(AF Form 2096 or RIP) and duty status change (AF Form 2098)	at MPFs and CRPOs	Destroy after 30 days. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
4.00	Assignment/Personnel Action	assignment/personnel action	at MPFs and CRPOs	Destroy after 30 days. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Forms, Board Actions and Related Records at HQ USAF and MAJCOMs	forms, board actions and related records	at HQ USAF and MAJCOMs	Destroy after 30 days. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
6.00	Forms, Board Actions and Related Records at Unit of Assignment and GSUs	forms, board actions and related records	at unit of assignment and GSUs	Destroy when superseded, obsolete, on reassignment or separation of individual, or on inactivation, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
7.00	Forms, Board Actions and Related Records at MPFs	forms, board actions and related records	at MPFs	Destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
8.00	Personnel Action Forms Used as Legal Evidence in Court Martial	copies of forms identified in rules 1 through 7	used as legal evidence in courts-martial or other legal	Dispose of with court-martial or other legal

			proceedings	proceedings to which they relate. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
9.00	Personnel Action Forms Used as Legal Evidence Not Filed as Attachment or Exhibit	copies of forms identified in rules 1 through 7	not filed as an attachment or exhibit to legal proceedings	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
10.00	Officer Career Objective Statement	forms used to communicate career goals to personnel managers at all levels	at HQ USAF, MAJCOMs and MPFs	Destroy when superseded or on separation, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
11.00	Airman Assignment Preference Statement (Overseas Volunteer Statements)	AF Form 392, Airman Assignment Preference Statement	used to assign airmen to overseas preference	Return to member. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Personnel Selected for Relocation	records pertaining to requisition, assignment, reassignment, separation or TDY	at MAJCOMs and major subordinate commands	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
13.00	Individual Job Descriptions	a job description for each established position	individual job descriptions	Destroy when superseded, cancelled or on inactivation of activity, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
14.00	Assignment Preference Applications/Special Duty Assignments Approved	letters, applications; [B19], and related records required by AFI 36-2110, Assignments (except AF Form 392)	approved	Place in relocation folder. AUTH: N1-AFU-90-3 See Note Number: 42, 142, 212, 213, 214
15.00	Assignment Preference Applications/Special Duty Assignments Disapproved	letters, applications; [B19], and related records required by AFI 36-2110, Assignments (except AF Form 392)	disapproved	Return records to member. AUTH: N1-AFU-90-3

				See Note Number: 142, 212, 213, 214
16.00	Personnel Status Reports	reports prepared by units collocated with a servicing MPF to report duty status changes	at preparing unit	Destroy when no longer needed. AUTH: N1-AFU-88-22 See Note Number: 142, 212, 213, 214, 375
17.00	Personnel Status Reports at MPFs	reports prepared by units collocated with a servicing MPF to report duty status changes	at MPFs	Destroy when no longer needed. AUTH: N1-AFU-88-22 See Note Number: 142, 212, 213, 214, 375
18.00	Duty Status Change Messages at MPFs	messages prepared by geographically separated units from a servicing MPF to report duty status changes	at MPFs	Destroy when no longer needed. AUTH: N1-AFU-88-22 See Note Number: 142, 212, 213, 214
19.00	Duty Status Change Messages at Preparing Unit	messages prepared by geographically separated units from a servicing MPF to report duty status changes	at preparing unit	Destroy when no longer needed. AUTH: N1-AFU-88-22 See Note Number: 142, 212, 213, 214, 375
20.00	Relocation Folder Records Assuring Proper Outprocessing	from an activity on PCS or TDY, such as relocation preparation checklist, orders, record of emergency data, selection or nomination for training, and school quota/course project files	at MPFs	Destroy 3 months after report not later than date (RNLTD) month, completion of TDY, or when relocation action is cancelled. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214, 376
21.00	Relocation Folders PCS In-Processing Forms	forms used to assure proper in-processing	from an activity on PCS	Destroy 3 months after reporting month. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
22.00	Relocation Folders Basic Military Training Graduates Out-	forms used to assure proper out-processing for Basic Military Training Graduates	at Air Force military training centers (AETC)	Destroy after 3 months. AUTH: N1-AFU-

	Processing Forms			90-3 See Note Number: 142, 212, 213, 214, 375
23.00	Exchange Officers Reports by Allied Officers	reports	prepared by Allied Officers and submitted to officer's home service	Destroy 5 years after exchange officer returns. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
24.00	Exchange Officers Case Files of Administrative Records	case files of administrative records	on USAF and Allied officers	Destroy 1 year after completion of assignment or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
25.00	Military Sponsor Program	military sponsor program information forms	at losing activity	Forward to gaining command. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
26.00	Military Sponsor Program at Losing Activity	related correspondence	at losing activity	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
27.00	Military Sponsor Program at Gaining Activity	related correspondence	at gaining activity	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
28.00	Advanced Academic Degree (AAD) Requirements	requests to establish/change AAD positions, AF education requirements, board reports and related correspondence used to establish, change or delete an AAD requirement in the manpower data system for line of the AF commissioned officers in grade of colonel and below in accordance with AFI 36-2303, Documents and Publications for the Air University Library	kept by supervisors, HQ USAF, and MAJCOM functional managers	Destroy when superseded or when AAD requirement is deleted. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
29.00	Enlisted Aide Assignments	enlisted aide assignments	semiannual report, which identifies personnel actions related to the	Destroy when superseded, obsolete or no longer needed.

			allocation and assignment of AF enlisted aides	AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
30.00	Assessment Screening Records	biographical data, educational data, legal involvement, employment data, drug experience, physical or physiological disparities, credit information, character references and responses on basic training candidates for high risk jobs	at 3507th Airman Classification Squadron, Lackland AFB, Texas	Destroy after 1 year. AUTH: N1-AFU-89-26 See Note Number: 142, 212, 213, 214
31.00	Humanitarian/EFMP Applications Approved	case files of applications for humanitarian/EFMP reassignment/deferment	located at AFPC Humanitarian/EFMP Office	Destroy 2 years after case closure has occurred. AUTH: N1-AFU-88-22 See Note Number: 142, 212, 213, 214
32.00	Humanitarian/EFMP Applications Disapproved	case files of applications for humanitarian/EFMP reassignment/deferment	located at AFPC Humanitarian/EFMP Office	Destroy 2 years after disapproval. AUTH: N1-AFU-88-22 See Note Number: 142, 212, 213, 214

Table 36-16

PERFORMANCE REPORTING AND QUALITY CONTROL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Unfavorable Information Files (UIFs) on Officers and Airmen	written administrative admonition or reprimand not pursuant to Article 15, UCMJ, or sentence of court-martial on active duty personnel; documented evidence or supported allegations of an unfavorable nature, including control roster correspondence	maintained by UIF custodian	For enlisted personnel, destroy 1 year after the effective date of placement into UIF the most recent unfavorable correspondence or document not related to Article 15, UCMJ or sentence of court martial. Enlisted files will be transferred to/within the ARC when a member transfers to/within the ARC or separates to HQ ARPC or HQ ANGRC. For officers, destroy 2 years after the effective date of the placement into the UIF, the most recent unfavorable correspondednce or document not related to Article 15, UCMJ, or sentence of court martial. EXCEPTION: When the UIF contains more than one document, destroy all records after 1 year for the enlisted or 2 years for

				officers, from the effective date of the most recent unfavorable correspondence or document except when no longer retention is required by rule 5. Officer and enlisted files will be transferred to HQ ARPC or HQ ANGRC when a member is separated or destroyed if the member retires or dies, whichever is earlier. AUTH: N1-AFU-99-10 See Note Number: 142, 212, 213, 214, 447, 448, 661, 662
2.00	All Copies of UIF Summary	all copies of UIF summary	at MAJCOMs/FOAs/units and the original of the UIF summary maintained in the UIF	Unit commanders (including headquarters squadron section commanders) may hold copies of both current and obsolete UIF summaries in the member's unit assigned personnel information file (see AFI 36-2608) until the member is no longer assigned to the unit. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214, 447
3.00	UIF on Students Attending AETC Flying/Technical Courses	all copies of UIF summary	on students attending AETC flying/technical courses except as provided in Rule 1	Destroy per Rule 1 or on termination of training status (completion, removal and reassignment from control of the training unit), whichever is earlier. AUTH: N1-AFU-99-10 See Note Number: 142, 212, 213, 214
4.00	UIF on Personnel Missing/Captured in Action	UIF on personnel missing/captured in action	except as provided for in rules 1 and 5	Forward to HQ AFPC/DPMAJB when the command or field record group is disposed of according to AFI 36-2608. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
5.00	UIF Results of Court-Martial Convictions or Punishments Under Article 15, UCMJ	results of court-martial convictions or punishments under Article 15, UCMJ, or other than minor civil court convictions (or judgments equating to convictions) as explained in AFI 36-3014, Clothing Allowances for Air Force Personnel, pertaining to active duty personnel	at MPFs, Career Enhancement Elements, or Commanders' Support Staff	For enlisted personnel destroy 2 years after effective date of punishment or when the member retires or dies, whichever is earlier. When enlisted reserve personnel separate the UIF will be transferred to the ARC. For officers, destroy court-martial convictions 4 years, or PCS/Transfer plus 1 year, whichever is later after the effective date of punishment. Destroy Article 15, USMJ actions (when commander signs Items 6-8 of the AF Form 3070) 2 years after effective date of punishment, or when the officer retires or dies, whichever is earlier. When a reserve officer separates, the UIF will be transferred to the

				ARC. Exception: When additional correspondence or documents are placed in the UIF under this rule or under Rule 1 prior to expiration of the disposition date of documents already on file, all files will be retained for 1 to 4 years or PCS/Transfer plus 1 year, whichever is later, (depending on the document and on whether it pertains to officer or enlisted personnel) from the effective date of the new correspondence or document, or date of the most recent unfavorable correspondence under Rule 1 or 2, if applicable. AUTH: N1-AFU-99-10 See Note Number: 142, 212, 213, 214, 447
6.00	Control Rosters on Officers and Airmen	control rostsers on officers and airmen	manual or mechanized control rosters accumulated under AFI 36-3014	Destroy 1 year from date or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
7.00	Line of Duty (LOD) Determination File Duplicate Copies	Line of Duty determination	file duplicate copies	Destroy 1 year after reconciliation with MPF career enhancement. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
8.00	Officers' Reclassification Boards	board proceedings and related documents	on officers who are inefficient or otherwise unsuitable in current assignments	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
9.00	Qualification Records	temporary forms	qualification records	Destroy when entries have been transcribed to permanent record. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Nuclear Weapons Personnel Reliability Program (PRP)	Personnel Reliability Certificate (AF Form 286), and Notification of Personnel Reliability Program Decertification Action (AF Form 286A)	for PRP certification and permanent decertification	Maintain and retire per AFI 36-2608. AUTH: N1-AFU-91-44 See Note Number: 212, 213, 214
11.00	Nuclear Weapons Personnel Reliability Program (PRP)	decertification case files	for PRP permanent decertification	Destroy 1 year after date of decertification. AUTH: N1-AFU-91-44 See Note Number: 142, 212, 213, 214
12.00	PRP Temporary Decertification	decertification case files	PRP temporary decertification	Destroy when individual is no longer assigned to PRP duties or at Commander's discretion. AUTH: N1-AFU-91.44 See Note Number: 142, 212, 213, 214
12.01	Removal of PRP Permanent Decertification	decertification case files		destroy 1 year after date of approval. AUTH: N1-AFU-91-44

	Action			See Note Number: 142, 212, 213, 214
13.00	PRP Notification and Suspension Log (AF Form 164)	PRP Notification and Suspension Log (AF Form 164)	for PRP-related duties suspension	Destroy each page when all suspensions are resolved. AUTH: N1-AFU-91-44 See Note Number: 142, 212, 213, 214
14.00	PRP Status Roster	PRP status roster	for Commander's validation of PRP status	Destroy when superseded. AUTH: N1-AFU-91-44 See Note Number: 142, 212, 213, 214
14.01	PRP Certificates Qualification and Screening Process	PRP certificates qualification and sreening process	at units of assignment	Destroy when individual is no longer assigned to PRP duties. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
14.02	PRP Certificates Forms for Individuals Reassigned to Aother Unit	PRP certificates forms for individuals	on the same base who will be assigned to PRP duties at the new unit	Send to the gaining unit of assignment. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
15.00	Officer Quality Force Management Records	summaries of potential and pending quality force actions on officers assigned	at MAJCOM	Destroy 2 years after last entry or sooner if superseded or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214

Table 36-17

MILITARY PERSONNEL TESTING RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Test Development Materials	specimen sets of tests; background material on test items, tests, and test batteries; forms, statistical data, and related materials	at test development activities	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Inventories of Test Materials	accountability listings or forms	at test control offices	Keep current and immediately preceding inventories; destroy all others. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 451
3.00	Inventories of Test Materials	accountability listings or forms	at test control offices	Keep current and immediately preceding inventories; destroy all others. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 451

4.00	Controlled Test Material Accountability Record	accountability listings or forms	at test control offices	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 451
5.00	Change of Test Control Officer (TCO) and Unannounced Impartial Official Inventories of TCO Accounts	accountability listings or forms	at test control offices	Destroy after completion of next quarterly inventory. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 451
6.00	Record of Test Administration	Armed Forces Classification Test (AFCT), Electronic Data Processing Test (EDPT), Defense Language Proficiency Test (DLPT), Specialty Knowledge Test (SKT), Promotion Fitness Examination (PFE), USAF Supervisory Examination (USAFSE), AF Reading Abilities Test (AFRAT), AF Dental Aptitude Test (AFDAT), Defense Language Aptitude Battery (DLAB), Air Force Officer Qualifying Test (AFOQT), Basic Attributes Test (BAT), test rosters and background data	at test control offices	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 451
7.00	Test Material	controlled test material governed by AFI 36-2605, Air Force Military Personnel Testing System, including test booklets, score keys, and test tapes	at test control offices	Destroy within 30 days of receipt of revised editions or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 451
8.00	Completed Answer Sheets	answer sheets for AFCT. EST, EDPT, AFDAT and AFRAT	scored locally	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 451
9.00	Answer Sheets for DLAB, DLPT II/DLPT III, and DLPT I	answer sheets	for DLAB, DLPT II/DLPT III, and DLPT I	Send monthly to ATFL-EST-M, Foreign Language Center, ATTN: Test Control Officer Building 631, Room 16, Presidio of Monterrey, CA 95944-5006. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 451
10.00	Answer Sheets for AFOQT	answer sheets for AFOQT	scored at AFPC Testing Offices	Destroy 60 days fro m date processed AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 451
11.00	Answer Sheets for ASVAB	answer sheets for ASVAB	at ANG and AF Reserve (AFRES) testing units, and overseas	Destroy 6 months after scoring. AUTH: N1-AFU-90-3

			Consolidated Base Personnel Offices and testing units	See Note Number: 212, 213, 214, 451
12.00	Completed Answer Cards	Air Force personnel test (AFPT 851)	record copies at HQ AFPC Promotion and Testing Office	destroy upon receipt of new answer sheets AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 451
13.00	High Score File	listings used in test compromise research	record copies at AFPC testing offices	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 451
14.00	Current Master File (MTF)	microfiche containing current test record	record copies at AFPC testing offices	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 451
15.00	USAFSE Results (Roster)	listings of USAFSE results by name and month of administration	record copies at AFPC testing offices	Destroy after 20 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 451
16.00	Test Answer Card Reject Analysis Listing	listing of error rates by TCO	record copies at AFPC testing office	Destroy after 30 days or when no longer needed, whichever is soonest. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 451
17.00	Test rosters	Listing of individuals testing by Test Control Officer (TCO)	record copies at HQ AFPC testing office	Destroy after test booklets are accounted for AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 451
17.01	Test Rosters	listng of individuals testing by Test Control Officer (TCO)	duplicate copies at base testing offices	destroy after one year AUTH: N1-AFU-90-3
18.00	No-Show Waivers	request for no-show waivers	record copies at AFPC testing offices	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 451
19.00	Historical Master Test File (MTF)	test records purged from the current MTF	record copies at AFPC testing offices	Destroy after 10 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 451
20.00	Test Compromise Cases	files of investigation	record copies at base level	Destroy after 2 years. AUTH: N1-AFU-90-

				3 See Note Number: 212, 213, 214, 451
20.01	Test Compromise Cases	files of investigation	reference copies at AFPC Testing Office	destroy when no longer needed AUTH: N1-AFU-90-3

Table 36-18

FLYING STATUS RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Missileman Badge	applications or requests for award of the Missileman Badge, Senior Missileman Badge, or Master Missileman Badge	accumulated by approving/disapproving authorities	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
2.00	Parachute Jump Records	forms recording jump experience, orders placing individuals on or removing them from jump status, and logs which record parachute jumps; used to substantiate certification of parachutists' pay, requests for higher parachute ratings and indicate experience of assigned personnel	for transferred personnel	Send to new duty station. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
3.00	Parachute Jump Records for Separated and Individuals Detached From Jump Duty	forms recording jump experience, orders placing individuals on or removing them from jump status, and logs which record parachute jumps; used to substantiate certification of parachutists' pay, requests for higher parachute ratings and indicate experience of assigned personnel	for separated personnel and individuals who are detached from jump duty	Give to individual. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
4.00	Parachute Jump Records for Deceased Personnel	forms recording jump experience, orders placing individuals on or removing them from jump status, and logs which record parachute jumps; used to substantiate certification of parachutists' pay, requests for higher parachute ratings and indicate experience of assigned personnel	for deceased personnel	Forward for inclusion in personal effects (see AFI 34-242, Mortuary Affairs Program). AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
5.00	Parachute Jump Records for Missing in Action	forms recording jump experience, orders placing individuals on or removing them from jump status, and logs which record parachute jumps; used to substantiate certification of parachutists'	for missing in action, captured, or interred personnel	Forward for inclusion in MPRG. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214

		pay, requests for higher parachute ratings and indicate experience of assigned personnel		
6.00	Space Badge	suspense copy of the application or request for award of the Basic, Senior or Master Space Badge	at approving /disapproving authorities	Destroy 3 months after approval/disapproval of the space badge. (Note: original is filed in UPRG). AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214

Table 36-19

PROMOTION AND DEMOTION RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Officer Appointment, Promotion, Selection Boards Through the Grade of Colonel	proceedings, findings and related records	at HQ AFPC and HQ ARPC	Destroy after 50 years. AUTH: N1-AFU-90-3 See Note Number: 78, 142, 214
1.01	General Officer Promotion Boards	board report, secretarial direction to boards, joint statistics, letters of appointment, board agenda, board membership, board president and secretary remarks, eligible and selectee demographic data, eligible notification, recorder in-brief and out-brief, oaths, required interviews, call lists, selectee biographical data, IG record screening information, show cause designees, and benchmark records	at the Air Force Office of General Officer Matters (AFDPG)	Retire as permanent. AUTH: NC1-AFU-84-8
2.00	Officer Appointment, Promotion, Selection Boards Other Than in Rule 1.1	proceedings, findings and related records	at other than HQ USAF/MPG, HQ AFPC and HQ ARPC	Destroy 1 year after final action or on inactivation, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
2.01	Regular Appointments and Indefinite Reserve Status at HQ AFPC	eligible and ineligible listings	at HQ AFPC	See Rule 1. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.02	Regular Appointments and Indefinite Reserve Status at Other Than HQ AFPC	eligible and ineligible listings	at other than HQ AFPC	Destroy 6 months after all actions have been completed for the board. AUTH: N1-AFU-90-3 See Note

				Number: 142, 212, 213, 214
2.04	Regular Appointments and Indefinite Reserve Status at Other Than HQ AFPC and MPFs	acceptance oaths/statements, medical certificates, statements of declination	at other than HQAFPC and MPFs	Destroy 6 months after all actions have been completed for the board. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.05	Short Term Promotion Records (Other Than Those in Rules 1, 1.1 and 2)	evaluation comments	at HQ AFPC or HQ USAF	Destroy when individual separates, retires or is promoted or when no longer needed. AUTH: N1-AFU-88-4 See Note Number: 212, 213, 214
3.00	Airman Promotions	board proceedings, findings and related records	at HQ AFPC and HQ ARPC	Destroy after 50 years. AUTH: N1-AFU-90-3 See Note Number: 142, 214
4.00	Airman Promotions	board proceedings, findings and related records	at MPFs	Destroy 1 year after approval. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
5.00	Airman Promotion Recommendations for Individuals Who Died or Became Missing In Action	airman promotion recommendations for individuals	before promotion was effected	Forward per AFI 36-2502, Airman Promotion Program. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
6.00	Other Airman Promotion Recommendations	other airman promotion recommendations	other than in Rule 5	Destroy on promotion or supersession, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
7.00	Airman Promotions Inquiries, Waivers, Supplemental Actions	related records not part of the board proceedings	at MAJCOMs/HQ AFPC	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
8.00	Airman Promotions Inquiries, Waivers,	related records not part of the board proceedings	at MPFs	Destroy 1 year after end of

	Supplemental Actions at MPFs			cycle. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
9.00	Airman Promotions Inquiries, Waivers, Supplemental Actions at MAJCOMS/HQ AFPC	records relating to removals from selection lists, waivers of criteria, and related records not part of the board proceedings	at MAJCOM/HQ AFPC	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
10.00	Airman Promotions Inquiries, Waivers, Supplemental Actions at MPFs	records relating to removals from selection lists, waivers of criteria, and related records not part of the board proceedings	at MPFs	Destroy 1 year after end of cycle. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
11.00	Airman Demotions Approved and Demotion Directed	recommendations for reduction in grade, and related records	approved and directed	Destroy after 1 year. AUTH: N1-AFU-90-8 See Note Number: 142, 212, 213, 214
12.00	Airman Demotions Disapproved	recommendations for reduction in grade, and related records	disapproved	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214

Table 36-20

DISCHARGE AND SEPARATION

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Administrative Discharge or Separation From Service for Cause	board proceedings, board waivers, recommendations, and other related records	approved actions resulting in discharge	See Rule 7. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
3.00	Administrative Discharge or Separation Actions Not Resulting in Discharge	administrative discharge or separation actions not resulting in discharge	maintained at Legal Office as legal evidence	Destroy after 1 year or on reassignment of member, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214, 455
4.00	Requests for Discharge Actions Disapproved	applications and other records related to release from active duty, discharge, or separation by reason of dependency, hardship, or for the convenience of the	disapproved actions	Destroy 6 months after notification of disapproval. AUTH: N1-AFU-88-3 See Note Number: 142, 212, 213, 214

		government		
5.00	Request for Discharge Approved Resulting in Discharge	applications and other records related to release from active duty, discharge, or separation by reason of dependency, hardship, or for the convenience of the government	approved actions resulting in discharge	See Rule 7. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
6.00	Report of Transfer or Discharge	forms and related records	at recruiting units	Destroy 3 months after date of separation. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
7.00	Separation Preparation	relocation preparation project folders	used to consolidate separation processing records and also includes recommendations for separation for cause resulting in separation	Destroy 3 months after date of separation. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
9.00	Exit Questionnaires	questionnaires and similar records	accomplished during separation processing	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
10.00	Request For Waiver of Discharge Processing Approved	Request for waiver of discharge processing and related records	approved	Hold in the Field Record Group until expiration of the period of service or enlistment during which it was approved, then destroy. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214, 454
11.00	Request for Waiver of Discharge Processing Disapproved	request for waiver of discharge processing and related records	disapproved	Return to originator. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
12.00	Recruiting Prospect Card	personnel data and counseling action	maintained by the Reserve/Guard Counselor	Destroy 1 year after separation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Approved Waiver of Discharge for Fraudulent Enlistment Entry (Excludes Waiver for Concealment of Prior Service)	board proceedings, board waivers, recommendations, and related records	on approved waiver resulting in retention	See Rule 7. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214

Table 36-21

AF TRANSITION PROGRAM RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**

1.00	Operation and Administration of AF Transition Program at Other Than HQ AFPC/DPMA	policy and administration files. Includes records not identified elsewhere on this table, or not filed in general correspondence files under Table 37-11	at other than HQ AFPC/DPMA	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
1.01	Operation and Administration of AF Transition Program at HQ AFPC/DPMA	policy and administration files. Includes records not identified elsewhere on this table, or not filed in general correspondence files under Table 37-11	at HQ AFPC/DPMA	Retire as permanent. AUTH: NC1-AFU-83-43 See Note Number: 17
2.00	Individual Case Files	records required for each participant	at transition program offices	Destroy 6 months after termination of military status or reenlistment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Transition Training Agreements	transition training agreements	at transition program offices	Destroy 6 months after termination of military status or reenlistment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Recurring Reports	reports required by this program not covered elsewhere in this regulation	at MAJCOM and HQ AFPC/DPMA, transition program offices	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Manpower Development Training Act	records such as budget estimates and annual plans	at MAJCOM and HQ AFPC/DPMA, transition program offices	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 36-22

AIRMAN PROMOTION SYSTEM

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Airman Test Control Rosters	lists of individuals meeting basic promotion eligibility criteria required to take promotion test(s)	record copy (original)	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Airman Ineligible for Promotion Testing Rosters	lists of personnel not eligible for promotion testing	record copy (original)	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Airman Promotion Testing Purge Roster	lists of personnel by AFSC and grade overdue for completion of required promotion test	record copy (original)	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note

				Number: 212, 213, 214
4.00	Airman Promotion Eligibility Listings	lists of personnel in grades E-1 through E-8 eligible for promotion consideration	record copy (original)	Destroy after 6 months from processing month for grades E-1 through E-3. Destroy after 1 year from end of cycle for grades E-4 and above. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Airman Promotion Ineligibility Listings	lists of personnel in grades E-1 through E-8 ineligible for promotion consideration	record copy (original)	Destroy after 6 months from processing month for grades E-1 through E-3. Destroy after 1 year from end of cycle for grades E-4 and above. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Airman Promotion Selectees Listings	lists of personnel grades E-1 through E-8 who were selected for promotion to next higher grade	record copy (original)	Destroy unit lists after 6 months. Destroy MPF lists after 1 year from end of cycle. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Airmen Promotion Non-Selectees Listings	list of personnel grades of E-1 through E-8 who were not selected for promotion to next higher grade	record copy (original)	Destroy unit lists after 6 months. Destroy MPF lists after 1 year from end of cycle. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

8.00	Airman Promotion Selection Monthly Increment List	list of personnel in grades E-4 through E-8 whose sequence number is effective the first of the following month	record copy (original)	Destroy after 1 year from end of cycle. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Airman Promotion Data Verification Record	lists data to be reviewed by those personnel eligible for promotion	individual's copy	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Promotion Test Requirements	listing containing test requirements for personnel eligible for promotion	record copy (original)	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Rosters and Listings Not Covered by Rules 1 through 10	rosters and listings not covered by Rules 1 through 10	information copies	Destroy after 90 days or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	WAPS Notice	listing containing data that was used for promotion	individual's copy	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Promotion Cutoff/Select Analysis List HQ AFPC Record Copy	promotion cutoff/select analysis list HQ AFPC record copy	listing reflecting eligible personnel, quota selected, nonweighable personnel, promotion opportunity and cutoff score required for selection by promotion AFSC	Destroy after 10 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Promotion Cutoff/Select	listing reflecting eligible personnel, quota	copies other	Destroy

	Analysis List Other Copies	selected, nonweighable personnel, promotion opportunity and cutoff score required for selection by promotion AFSC	than Rule 13	after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Post Select Control List	listing of record status changes to the WAPS file	HQ AFPC record copy	Destroy after cycle is purged. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	TICS 309 Input by MPF/HAF Errors	a reject listing which identifies TICS 309 input by MPF or HAF	HQ AFPC record copy	Destroy after cycle is purged. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Unprojected Promotions and MPF/HAF Promotion Withholds/Cancellations	listing of personnel who were selected for promotion but grade changes were effected and subsequent cycle was activated if member eligible for promotion	HQ AFPC record copy	Destroy after cycle is purged. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Special Category SKT Exempt Personnel	listing of personnel who are SKT exempt because of COMSEC AFSC or assigned to an SKT exempt PAS	HQ AFPC record copy	Destroy after cycle is purged. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Nonreconcilable Tests Received	listing of test(s) received that were not compatible with AFSC data	HQ AFPC record copy	Destroy after 1 cycle. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	SSAN Change List	listing of personnel who have had a corrected SSAN and indicates if WAPS file has been corrected	HQ AFPC record copy	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Worldwide Master Promotion Name List	listing of personnel selected, nonselected, ineligible or nonweighable for promotion	HQ AFPC record copy	Destroy after 10 years. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214
22.00	Worldwide Master Promotion Name List Copies at other than HQ AFPC	listing of personnel selected, nonselected, ineligible or nonweighable for promotion	at other than HQ AFPC	Destroy after 2 cycles. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
23.00	Master Selectee Promotion Sequence Number List	listing of promotion selectees by sequence number assigned	HQ AFPC record copy	Destroy after 10 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
24.00	Initial/Supplemental Master Promotion Select/Nonselect List	listing of selectees and nonselectees by promotion AFSC considered for promotion	HQ AFPC record copy	Destroy after 10 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
25.00	Promotion Withhold List	listing of personnel whose promotion has been withheld	HQ AFPC record copy	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
26.00	Batch Transaction Validate	listing of transactions checked for validity that process to the master personnel file	HQ AFPC record copy	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
27.00	Staff Input Transaction Register	listing of transactions that update the master personnel file	HQ AFPC record copy	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
28.00	HAF Reject Transaction Register	listing of transactions that have rejected from the master personnel file	HQ AFPC record copy	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number:

				212, 213, 214
29.00	Promotion History Files (Cycle 71A/after)	microfiche copies	HQ AFPC record copy	Destroy after 10 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
30.00	Senior NCO Master File Update List	listing of transaction input to the IEF	HQ AFPC record copy	Destroy 6 months after board adjourns. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
31.00	Senior NCO Inquiry Listing	listing of personnel eligible/ineligible for promotion	HQ AFPC record copy	Destroy 90 days after board adjourns. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
32.00	Senior NCO Initial Eligible File	lists of every E-7 and E-8 in the Air Force	HQ AFPC record copy	Destroy 1 year after board adjourns. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
33.00	Senior NCO Initial Eligible Reconcilable List	list of mismatch data, missing records or duplicate records	HQ AFPC record copy	Destroy 90 days after board adjourns. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
34.00	Master Promotion Ineligible List	list of personnel ineligible for promotion consideration	HQ AFPC record copy	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
35.00	Master Manual Select/Nonselect List	list of personnel considered for promotion manually	HQ AFPC record copy	Destroy after 10 years. AUTH: N1-AFU-90-3 See Note

				Number: 212, 213, 214
36.00	Out-of-System Supplemental Promotion Cases	documentation of manual supplemental cases	HQ AFPC record copy	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
37.00	Nonweighable Promotion Eligibility Listings	list of personnel eligible for promotion in nonweighable status	HQ AFPC record copy	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
38.00	Nonweighable Promotion Eligibility Listings	list of personnel eligible for promotion in nonweighable status	other than Rule 37	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
39.00	Promotion Correspondence	letters of recommendations/nonrecommendations, control roster action, withhold/reinstatement action, etc.	MPF copies	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 36-23

ATTRITION INFORMATION

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Cadet Attrition at Institutional Research	cadet attrition at institutional research	documents reporting cadet weekly/monthly attrition by class and by reason (to show gains, losses, and summary data); monthly reports of attrition rates of each service academy; reports on cadet attrition by various categories	Destroy when no longer needed. AUTH: NC1-461-82-11 See Note Number: 212, 213, 214
2.00	Cadet Attrition at Service Academy	cadet attrition at service academy	all other copies	Destroy 1 year after graduation, or when no longer needed, which ever is sooner. AUTH: NC1-461-82-11 See Note Number: 212,

				213, 214
3.00	USAFA Graduates Attrition	research on attrition of graduated classes	at Graduate Research	Destroy after 10 years. AUTH: NC1-461-82-11 See Note Number: 79, 212, 213, 214
4.00	Cadet Departure/Turnback Record	forms consolidating notations of actions taken to process records of departing cadets	at Office of Registrar	Destroy 1 year after action is complete. AUTH: NC1-461-82-11 See Note Number: 212, 213, 214

Table 36-24

CADET PERSONNEL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Cadet Personnel Record (CPR-1)	permanent and temporary documents as defined in AFI 36-2608	maintained by the Office of Cadet Personnel and pertain to cadets pending disenrollment	Merge with disenrollment record and dispose of disenrollment record IAW Table 36-25. AUTH: N1-461-91-1
2.00	Cadet Personnel Record (CPR-1) Cadets Who Are to Graduate	permanent and temporary documents as defined in AFI 36-2608	maintained by the Office of Cadet Personnel	Upon graduation establish Field Personnel Record Group and Master Personnel Record Group (MPRG) IAW AFI 36-2608. Forward permanent retention documents to Office of the Registrar for retention in Master Cadet Personnel Record. AUTH: N1-461-91-1 See Note Number: 456, 457, 458, 459
3.00	Cadet Personnel Record (CPR-1) Not Required for MPRG	temporary records not required for Master or Field Personnel Record Group	maintained by the Office of Cadet Personnel	Destroy after cadet's class graduates. AUTH: N1-461-91-1 See Note Number: 214
4.00	Air Officer Commanding (AOC) Record	permanent and temporary documents listed in Rules 5 and 6	maintained by the AOC which pertain to cadets on whom disenrollment action has been	Forward to Office of Cadet Personnel thru appropriate

	(CPR-2)		initiated	group for merging with disenrollment case file. Dispose of disenrollment case file IAW Table 36-25. AUTH: N1-461-91-1
5.00	Air Officer Commanding (AOC) Record (CPR-2) Maintained by AOC on Cadets Who Are to Graduate	Air Officer Commanding (AOC) Records (CPR-2)	temporary documents such as, but not limited to, Cadet Performance Reports, Basic Cadet Evaluation Report, Memorandum for Record, Cadet Conduct Summary, Cadet Interview/Evaluation, Form for Remarks, Cadet Personal Information, AOC evaluation of Cadet Rating Form, Academic Probation Notification, Professional Training Summary, Upper Class Performance Summary, Cadet Personnel Data Summary Sheet, Individual Military Rating Summary, Conduct/Aptitude Probation Letter(s), Academy Board/Academic Review Committee Action (copy only), Minutes of Eligibility Committee Actions, miscellaneous letters and reports, Military Review Committee/Physical Education Review Committee Action, Cadet Trend Graph, Liaison Officer Nominee Evaluation	AOC will destroy upon graduation. AUTH: N1-461-91-1 See Note Number: 214
6.00	Air Officer Commanding (AOC) Record (CPR-2) Permanent Documents	Air Officer Commanding (AOC) record (CPR-2) permaanent documents	not limited to, Accounting of Disclosures	AOC will forward to Office of the Registrar for file in Master Personnel Record Group upon graduation. AUTH: N1-461-91-1 See Note Number: 459
7.00	Master Cadet Personnel Record (Temporary)	forms and documents, such as: High School Transcript, College Transcripts, Scholastic Background, Invitation to Travel Order, Offer of Appointment Letter, Report of Candidate Status, Candidate Evaluation, Candidate Activities Record, USAFA Candidate Fitness Test, College Report, Release Statement, Report of Liaison Officer counseling, Nomination for Appointment, Tentative Nomination, Notice of Candidacy, Evaluation of Precandidate, Questionnaire, Service Academies Precandidate Questionnaire, Admissions Liaison Office Visit, Address Information, various letters, USAFA Selection Test, drug abuse	at Office of the Registrar	Destroy 90 days after disenrollment or graduation. AUTH: N1-461-91-1 See Note Number: 214

		certificate, etc.		
8.00	Master Cadet Personnel Record (Permanent)	forms and documents such as: Permanent Record Card, Personnel Data Sheet, Appointment Orders, Academic Waivers, Independent Studies Course, French Academy/Military Exchange program documentation, Academy Board/Academic Review Committee Actions, Record of Disenrollment from Office Type Training, Cadet Personnel Summary Sheet, Certificate of Release or Discharge from Active Duty (DD 214), Correction to DD 214, Separation Referral, Tender of Resignation, Statement of consent, Cadet Acceptance Record, Selected Special Orders, Summary Training Letter, medical records, Disclosure of Cadet/Cadet Candidate Information, Accounting of Disclosures, details of Honor Violation (if applicable), board actions (if applicable)	at Office of the Registar	Destroy paper records 6 years after cadet graduates or would have graduated and retain microfilm or CD-ROM reference copy at the Academy. AUTH: N1-461-91-1 See Note Number: 115, 209, 210

Table 36-25

CADET DISENROLLMENT/DEPARTURE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Cadet Disenrollment Record Cadets Granted Education Delay	cadet disenrollment case files (which consist, in part, of the CPR 1 and CPR 2) (See Table 36-24)	at Office of Cadet Personnel	Forward required documents, as defined in USAFAR 537-32 to Office of the Registrar within 60 days of disenrollment. Establish Field Personnel Record Group IAW AFI 36-2608 and forward to HQ AFPC upon disenrollment. AUTH: N1-461-92-1
1.01	Cadet Disenrollment Record Cadets Ordered to Active Duty	cadet disenrollment case files (which consist, in part, of the CPR 1 and CPR 2) (See Table 36-24)	at Office of Cadet Personnel	Forward required documents to Office of the Registrar for retention in the Master Personnel Record within 60 days of disenrollment. Establish Field Personnel Record Group IAW AFI 36-2608 and mail record to gaining MPF upon disenrollment. AUTH: N1-461-92-1
1.02	Cadet Disenrollment Record Cadets Transferred to the Obligated Reserve	cadet disenrollment case files (which consist, in part, of the CPR 1 and CPR 2) (See Table 36-24)	at Office of Cadet Personnel	Forward required documents to the Office of the Registrar for retention in the Master Personnel Record within 60 days of disenrollment. Establish Field Personnel Record Group IAW AFI 36-2608 and mail record to HQ ARPC upon disenrollment.

				AUTH: N1-461-92-1
1.03	Cadet Disenrollment Record Disenrolled Cadet not Covered Elsewhere	cadet disenrollment case files (which consist, in part, of the CPR 1 and CPR 2) (See Table 36-24)	at Office of Cadet Personnel	Forward required documents to the Office of the Registrar for retention in the Master Personnel Record within 60 days of disenrollment. AUTH: N1-461-92-1
1.04	Cadet Disenrollment Case Files Involving Litigation, High Level Inquiries, or Controversial Media Exposure	correspondence, copies of selected documents from disenrollment case files, and other related records concerning each case	at Office of Cadet Personnel	Destroy 1 year after conclusion of case. AUTH: N1-461-92-1 See Note Number: 212, 213, 214
1.05	Cadet Disenrollment Record at Office of Cadet Personnel	temporary records held in CPR 1 and CPR 2 not required for Master or Field Personnel Record Group	at Office of Cadet Personnel	Destroy 90 days after end of the Academic Year in which disenrollment takes place. AUTH: N1-461-92-1 See Note Number: 212, 213, 214
2.00	Separation Referral Checklist	separation referral checklist	forms used as a chronological checklist for processing disenrollment and turnback actions	Destroy when all actions have been finalized. AUTH: NC1-461-82-8 See Note Number: 212, 213, 214
3.00	Report of Cadet Separation to Washington and Congress	forms used to report to the congressional sponsor the separation of a cadet before graduation	at Office of the Registrar	Destroy 6 months after end of academic year or when no longer needed, whichever is sooner. AUTH: N1-461-92-1 See Note Number: 212, 213, 214

Table 36-26

POLICY, GENERAL AUTHORITY AND GENERAL MANAGEMENT

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Basic Program Records	HQ USAF and MAJCOM records reflecting basic delegations of authority (comments and coordination) and development of policies, procedures and methods for conducting all phases of the AF civilian personnel administration program	wage schedules, resolution of field-referred matters, studies, reports and other records forming the basis for development, management and continued improvement of the program	Permanent; retain at accumulating office until transfer to the National Archives in 5-year blocks when the most recent records in the block are 25 yars old. AUTH: NC1-AFU-80-8 See Note Number: 5, 460
3.00	Basic Program Records Authorities to Administer US Citizen and/or Non-US Citizen Employees	records which provide the basis for personnel program administration authority and which support the legal and administrative validity of personnel and pay	such as, but not limited to, base commander's written designations of civilian personnel officer (CPO) and incumbents of other positions to sign personnel action records; OPM, HQ USAF, or MAJCOM exceptions or	Retain at the CPF during its existence; on inactivation transfer the file to gaining organization or activity assigned

		actions	authorities which provide basis for specific actions or operations, but which are not appropriate for inclusion in a case file; records or other actions or decisions which are precedent-setting for future operations	responsibility for closing out civilian personnel records. Destroy when no longer needed. AUTH: N1-AFU-90-9 See Note Number: 212, 213, 214
4.00	Individually Approved Position Classification Guides and Advisory Allocations	used as precedents for General Schedule and Wage Schedule positions	field-originated advisory allocations; tentative drafts of classification, qualification or occupational standards furnished by OPM for comment or information before publication, and related correspondence not maintained with publication to which it pertains	Destroy when superseded by published standards or other precedent decisions; or when obsolete, no longer needed or on inactivation of office. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Wage Administration Constitute the Basis for Personnel Actions	wage schedules, overseas differential rate approvals, and other pay adjustment authorization resulting from legislation or other across-the-board administrative action	records which may require reconstruction at a later date	Retain at the CPF during its existence; on inactivation transfer the file to gaining organization or activity assigned responsibility for closing out civilian personnel records. Destroy when no longer needed. AUTH: N1-AFU-90-9 See Note Number: 212, 213, 214, 477
6.00	Wage Administration Other Copies	wage schedules, overseas differential rate approvals, and other pay adjustment authorization resulting from legislation or other across-the-board administrative action	all wage administration records not covered in Rule 5	Destroy after completion of second succeeding wage survey. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	CPF Manpower Management Reports	reports and corollary records	periodic staffing analyses, special analyses for HQ USAF and MAJCOM surveys, and for special projects	Destroy 2 years after effective date of report. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Official Personnel File (OPF) (Civilian)	Classified Information Nondisclosure Agreements (NdAs) and other documents used to record civilian employees federal work history and civil service status retained in the OPF for civilian employees and maintained	in the OPF at civilian personnel offices	Transfer folder to National Personnel Records Center, St Louis, MO, 30 days after separation. NPRC will destroy 65 years after separation from Federal service. AUTH: N1-AFU-90-3

				See Note Number: 214
9.00	Intergovernmental Personnel Act (IPA) assignments	copies of assignment agreements and other related records accumulated during the assignment	not appropriate for filing in OPF if the assignee is an AF employee or appointed to an AF position	Destroy 2 years after assignment ends or at end of period of obligated service required of an AF employee returning to his/her position, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Non-US Citizens in Foreign Areas	records on all direct-hire non-US citizens in foreign areas and all such indirect hires excluding those covered by Rule 16	basically the same as those maintained for other employees, adapted to meet local needs	Dispose of as specified for records of other employees (or in a manner that will satisfy peculiar requirements in administering non-US citizens in the host country). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Indirect-Hire Non-US Citizens in Federal Republic of Germany	records of indirect-hire non-US citizens in the Federal Republic of Germany	OPFs administered by the CPF in the Federal Republic of Germany	Destroy 3 years after separation of employee. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Employee Reconsideration Files	employee reconsideration files	negative determinations of acceptable level of competence for within-grade increases and basis thereof; employee's written request for reconsideration; reports of investigation, written summaries or transcripts of any personal presentations made; final decision on requests for reconsideration	Destroy 1 year after date of final decision. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365
20.00	Manning Authorizations	unit manning records, manpower authorization listings/vouchers, or letters	allocations of manpower spaces issued by the manpower office	Destroy 6 months after supersession. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.00	Federal Employees' Compensation Act log	weekly listing of injuries used as a check file for all cases sent to Office of Workers' Compensation Programs	at CPFs	Destroy 3 years after termination of compensation or when deadline for filing a claim has passed. AUTH: GRS1,ITEM31 See Note Number: 212, 213, 214
23.00	Federal Employees' Compensation Act Case	letters and copies of forms and statements	at CPFs	Destroy 3 years after termination

	Files	for each case used as a check file for all cases sent to the Office of Workers' Compensation Programs, excluding copies filed in the Employee Medical Folder and copies submitted to the Department of Labor		of compensation or when deadline for filing a claim has passed. For those in Italy--Destroy 10 years after after termination of compensation or when deadline for filing a claim has passed. AUTH: GRS1,ITEM31 See Note Number: 212, 213, 214, 257
24.00	Evaluation/Inspection	evaluation of civilian personnel management and administration reports and significant related records	evaluations conducted by HQ USAF	Destroy after 2 consecutive reports have been filed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
25.00	Evaluation/Inspection at Major Subordinate Command	evaluation of civilian personnel management and administration reports and significant related records	at major subordinate commands	Destroy 1 year after next like inspection or after 3 years, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
26.00	Personnel Management and Administration	civilian personnel status and improvement plan reports	at CPFs	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
27.00	Personnel Strength Accounting End-of-Month (EOM) Fiscal Year Report	federal civilian employment and corollary records	used to derive civilian strength and full-time equivalents of the AF	Retire as permanent. AUTH: NC1-AFU-81-48 See Note Number: 12
28.00	Personnel Strength Accounting End-of-Month Fiscal Quarter Report	federal civilian employment and corollary records	used to derive civilian strength and full-time equivalents of the AF	Destroy after 5 years unless rule for fiscal year applies. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
29.00	Personnel Strength Accounting End-of-Month Monthly Report	federal civilian employment and corollary records	used to derive civilian strength and full-time equivalents of the AF	Destroy after 2 years unless rule for fiscal year or fiscal quarter applies. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
30.00	Personnel Strength Accounting Extracts of Monthly Report of Federal Civilian	computer records and corollary records	at MAJCOMs/FOAs/DRUs and/or CPFs to derive civilian personnel strength statistics for commanders and key	Destroy when obsolete, superseded or no longer needed.

	Employment Forms		management officials	AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 36-27

STAFFING

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Applicant Supply File	applocant supply file	employment applications from persons seeking appointment outside of OPM registers or as a result of local delegated hiring or examining authorities, rosters indexed to the applications, authorized racial and ethnic identifications and related data. Excluded records relating to appointments requiring senatorial confirmation and applications resulting in appointment which are filed on the OPF	Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier. AUTH: GRS 1, Item 15 See Note Number: 212, 213, 214, 365
1.01	Civil Service Reform Act (CSRA) Delegated Authorities	Civil Service Reform Act (CSRA) delegate authorities	records on the type of action, processing time, name of person who authorized final action, date of decision and brief statement setting forth the rationale for the decision	Destroy after audit by OPM and AF evaluators. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.01	Job Element Qualifications Questionnaires	questionnaires	job element qualifications questionnaires	Destroy 2 years after supersession. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	OPM Certificates	OPM certificates	each Request for Certificate submitted to OPM, each Certificate of Eligibles issued by OPM, and related papers regarding objections to eligibles, reasons for passing over veterans, and copies of SFs 171	Destroy when 2 years old. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365
4.00	Appointee Availability Inquiry Records	correspondence, telegrams, and related papers concerning availability of appointees	accepted appointments	Destroy when individual enters on duty. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Declined Appointments Names Are Received From Certificate of Eligibles	correspondence, telegrams, and related papers concerning availability of appointees	declined appointments names received from certificate of eligibles	Return to OPM with replies and applications. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Declined Appointments Offers Made From	correspondence, telegrams, and related papers concerning	declined appointments offers made from applicant supply file of the installation	File with application. AUTH: N1-AFU-90-3 See Note Number: 212,

	Applicant Supply File of the Installation	availability of appointees		213, 214, 365
7.00	OPM Examination Records	records	OPM examination records	See FPM. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	AF Test Booklets in Which Answers Have Been Recorded	AF test booklets in which answers have been recorded	completed test answer sheets have been posted to individual's records	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Individual Employee Test Records	individual employee test records	test records for individual employee showing all current authorized AF test scores attained by the employee and maintained in his or her OPF (see Table 36-26) or in a separate file	Forward with OPF when employee is reassigned within the AF; destroy 1 year after employee transfers or separates from AF. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365
9.01	Semiannual Inventory of Test Material	inventory	semiannual or other inventories of test material	Destroy after completion of next inventory. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.02	Master Copy of the Tests and Annual Test Inventory	master copy of the tests and annual test inventory	with AF Test Control Officer	Destroy when 10 years old. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Records of Individual Promotion Actions	work records, job analysis, Promotion Evaluation Patterns (PEPs), and files showing how candidates were rated and ranked	sufficient to allow reconstruction for purpose of determining compliance with local, AF and Federal Merit Promotion Plans	Destroy 5 years after personnel action or audit by OPM, whichever is sooner. AUTH: N1-AFU-90-51 See Note Number: 212, 213, 214, 365
10.01	PEPs for Use in Centrally Managed AF Career Programs	PEPs for use in centrally managed AF career programs	at AFCPMC, career program branch	Delete from data system when superseded or revised by new PEP; destoy hard copy after 5 years. AUTH: N1-AFU-90-51 See Note Number: 212, 213, 214, 365
10.02	Job Analysis Records Used in Validation of PEPs	job analysis records used in validation of PEPs and other records(i.e., SFs 52, certificates, etc.) used for career program referrals	at AFCPMC, career program branch	Destroy when superseded or 5 years after staffing action is completed, whichever is later. AUTH: N1-AFU-90-51 See Note Number: 212, 213, 214, 365
11.00	Recruitment	records pertaining to recruitment and selection for federal employment with the Air Force (i.e., interview evaluation, paperwork showing how applicant was rated and ranked, authorized racial and ethnic identifications, resume, and related	at AFCPMC	Destroy 5 years after personnel action or audit by OPM, whichever is sooner. AUTH: N1-AFU-90-51 See Note Number: 212, 213, 214, 365

		records)		
11.01	Handicapped Individual Appointment Case Files	certification from the Veterans Administration or a State Vocational Rehabilitation Agency; medical examination pertaining to the applicant's accommodations required for employment; copy of the employee's SF 50-B, SF 171, description of duties, and other related records	at CCPOs	destroy after 5 years from date of approval/disapproval. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Reduction-In-Force	retention registers, notice to employees and work cards	lists prepared before reduction-in-force for each competitive level affected, and related records	Destroy after 2 years if no appeal is filed; if appeal is filed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365
13.00	Federal Equal Opportunity Recruitment	job interest sheets/cards of women and protected minority groups for occupations that are listed as underrepresented in installation Federal Equal Opportunity Recruitment Plans	at CPFs	Dispose of in accordance with OPM guidance. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365
14.00	Federal Equal Opportunity Recruitment Plan	federal equal opportunity recruitment plan	determinations for eliminating underrepresentation and priorities for accomplishment	See Rule 19.1 AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Reemployment Priority List	list of names supported by supervisor's record of employee (AF Form 971) or supervisor's employee brief	at CPFs	Destroy after expiration or loss of employee's reemployment rights or after final decision on a pending appeal, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Overseas Recruitment Requests	master copies of overseas civilian personnel requests with position description attached	at overseas CPFs servicing the position	Destroy 1 year after position is filled. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Individual Recruitment Case Files	individual recruitment case files	records pertaining to recruitment and selection for overseas employment	Destroy 1 year after expiration of employee's transportation agreement. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.01	Employees Selected for Assignment Overseas Granted Return Rights to US	copies of processing records (SF 50B), transportation agreements, position descriptions, employment agreements, etc.	at CPFs	Destroy after return of employee or 1 year after return rights are terminated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

19.00	Affirmative Actions for Minorities and Women and Disabled	committee minutes, program activities, records of community contacts, sexual harassment records, reports and supporting papers regarding status of employment	at MAJCOMs and below	Destroy after 3 years or when superseded or obsolete, whichever is applicable. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.01	Affirmative Employment Plan	Development Opportunity Plan, Federal Equal Opportunity Plan, etc.	at MAJCOMs and below	Destroy 5 years from date of plan. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.02	Uniform Guidelines on Employee Selection Procedures	EEO analysis worksheets and statistics dealing with applicant and candidate flow by race, sex and ethnic group	at Affirmative Employment offices	Destroy when 5 years old. AUTH: N1-AFU-90-3 See Note Number: 214, 365
19.03	Annual Adverse Impact Determinations	annual adverse impact determinations	analysis of alternate methods	Destroy when 5 years old. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365
19.04	Results of Validity Studies to Include Records of Job Analysis	results of validity studies to include records of job analysis	PEP validation referral rosters, Promotion and Placement Referral System Statistics	Destroy when 5 years old. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365
20.00	Retired Members of the Uniformed Services	records of appointments and proposed appointments	disapproved	Destroy 5 years after close of year in which employee was appointed or appointment was disapproved. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Employee Placement Assistance	individual case files of employees registered in career programs	at AFCPMC	Destroy 2 years after registrant is removed from the program. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365
21.01	Civilian Career Enhancement Program	Registration and Personal Availability Form, Central Skills Bank Registration and Geographic Availability Form	at CPFs	Delete from data system when superseded by new geographic availability forms or upon employee's withdrawal from the system. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.02	Civilian Career Enhancement Program Hard Copy Records	records	civilian career enhancement program hard copy records	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.00	Stopper Lists	received and records of any positions in the pay category series and grades	on the "stopper list" during the time lists are in force	Destroy 2 years after registrant is removed from the program. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

22.01	DOD Priority Placement Program and the Automated Overseas Employment Referral Program	DOD Priority Placement Program and the Automated Overseas Emplyment Referral Program	individual case files of registered employees	Destroy 2 years after registrant is removed from the program. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.02	DOD-Announced Base Closure	records related to, transfer of function or reduction, such as programming plans, phase-out plans, inactivation orders, correspondence pertaining to servicing remaining personnel after base closure and related reports not covered elsewhere in this regulation	at MAJCOMs	Destroy 2 years after final action taken on base closure or transfer. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
23.00	Part-Time Employment Program	special and recurring statistical narrative reports and supporting papers regarding status of part-time career employment developed at the CPF	at HQ USAF, MAJCOMs and CPFs	Destroy when 2 years old. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
25.00	Employee Separation from Installation	forms used to ensure that a separating employee clears with various installation activities prior to departure	at CPFs	Destroy after 3 months if maintained as a separate file; or maintain and dispose of under Table 37-11 as transitory material. AUTH: N1-AFU-90-3 See Note Number: 58, 212, 213, 214
26.00	General Staffing Records	records pertaining to actions such as approved requests to hire retired military, employment of veterans, employment of civilians overseas, and requests for employment information	at base level	Destroy when record is 2 years old. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
27.00	Career Program Whole/Total Person Score Records	forms, interview questions, validation records, etc.	at AFCPMC	Destroy 4 years after rating is made. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365
28.00	Defense Intelligence Special Career Automated System, Records and Reports	individual employee registration in Defense Civilian Intelligence Career Development Program, annual updates and resumes which are completed by employees in the DOD-wide Civilian Intelligence Career Development Program	at CPFs, copy forwarded to the Defense Intelligence Special Career Automated System (DISCAS)	Destroy when record is 2 years old. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365
29.00	Employee Career Appraisal Forms Initiated by Supervisor	employee career appraisal forms initiated by supervisor	at CPFs, with copy forwarded to the DISCAS	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365
30.00	Requisition and	covered by the DOD-wide	at CPFs, copy forwarded to	Destroy 2 years after

	Referral Requests for Filling Positions	Civilian Intelligence Career Development Program initiated by supervisor	the DISCAS for a roster of eligibles	selection is made from roster. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365
31.00	SES Merit Staffing	applications (SF 171) and related records to include qualifications standard, vacancies announcement, documentation of recruitment efforts, list of all applicants, selection procedures applied, complaint/appeal to the ERB and the findings, written recommendation on those referred for selection, rating schedule and sheet and ERB case file	at CPF	Destroy when 2 years old. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365
32.00	Applicant Selective Service Registration Accepted Appointments	certification of Selective Service registration	accepted appointments	File on right hand side of OPF. AUTH: N1-AFU-90-3
33.00	Applicant Selective Service Registration Declined Appointments	applicant selective service registration	declined appointments	Return to OPM with application. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
34.00	Applicant Selective Service Registration Declined Appointment or Did Not Register, When Offers Were Made	applicant selective service registration declined appointment or did not register when offers were made	from applicant supply file of the installation or other source	File with application and dispose of according to FPM. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 36-28

EMPLOYEE CAREER DEVELOPMENT

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Annual Training, Development and Financial Plans	record showing Civilian Quota (CQ) file data from Personnel Defense Civilian Personnel Data System-Civilian (DCPDS)	at CPFs	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Civilian Personnel Retraining at HQ USAF	reports of retraining resulting from base closure, transfer or consolidation of functions	at HQ USAF	Destroy after 4 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Civilian Personnel Retraining at Other Than HQ USAF	reports of retraining resulting from base closure, transfer or consolidation of	at other tha HQ USAF	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		functions		
4.00	Training Through Installation Facilities Individual Course Folders	containing training forms or comparable forms, course outlines, attendance and rating records and related materials	official and basic records of completed training courses	Destroy 2 years after course is completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Training Through Installation Facilities Individual Case Files	training through installation facilities individual case files	containing applications, training schedules, apprenticeship agreements (AFFM6) examination records (performance and technical information tests), certificates of eligibility and related materials	Destroy 3 years after individual completes course or discontinues training. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365
6.00	Training Through Other Than Installation Facilities	training through other than installation facilities	records pertaining to courses attended by employees at other installations, other federal agencies, or non-government training facilities other than those covered by rules 6.1 and 6.2	Destroy 2 years after course is completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365
6.01	Financial Records in Support of Long-Term, Full-Time Training	financial records in support of long-term, full-time training	the validation necessary to accomplish the service and reimbursement commitment	Destroy 1 year after end of obligated service or settlement of claim, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.02	Financial Records in Support of Short-Term Training	financial records	in support of short-term training	Destroy 1 year after end of obligated service or settlement of claim, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Annual Report of Civilian Training and Supplemental Records Relating to Expenses	annual report of civilian training and supplemental records relating to expenses	records of training completions, duty hours, associated costs (except accounting and finance records covered in the 65 tables) which are payments for travel, per diem, tuition, contributions, awards and related fees	Destroy when 3 years old. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Centrally Managed Training and Development Under AF Career Management Programs	Career Enhancement Plans (CEPs), course folders, and training records for career program participant	at appropriate career program branch, AFCPMC	Destroy when updated or 2 years after completion of course. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.01	Long-Term, Full-Time Training and Career Broadening Assignments Made Under the Auspices of Centrally Managed Career Programs	nominations materials, records of selection proceedings and other records used in the analysis process	at appropriate career program branch, AFCPMC or MAJCOM	Destroy 2 years after completion of training. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

8.02	Career Enhancement Plan (CEP)	Defense Civilian Personnel Data System (DCPDS) Form	at CPFs	When used as a training survey document in lieu of the annual training, development or financial plans, destroy after 5 years, otherwise destroy when updated. AUTH: N1-AFU-88-31 See Note Number: 212, 213, 214
9.00	Apprentice Action at HQ USAF	record in gains and losses during preceding 6-month period on apprentice program	at HQ USAF	Destroy when 5 years old. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Apprentice Action at Other Than HQ USAF	record in gains and losses during preceding 6-month period on apprentice program	at other than HQ USAF	Destroy when 3 years old. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Apprenticeship Approval at HQ USAF	letters of approval of programs by the US Department of Labor and/or Veterans Administration	at HQ USAF	Destroy 5 years after completion of apprentice program, withdrawal of approval, or cancellation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Apprenticeship Approval at Other Than HQ USAF	letters of approval of programs by the US Department of Labor and/or Veterans Administration	at other than HQUSAF	Destroy 3 years after completion of apprenticeship, withdrawal of approval, or cancellation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Apprentice Standards at HQ USAF	apprentice standards form		destroy 5 years after completion of apprentice program or when superseded, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Apprentice Standards at Other Than HQ USAF	apprentice standards form	at other than HQ USAF	Destroy 3 years after completion of apprentice program or when superseded, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Student Employment and Work Student Programs Written Agreements Between the School and AF Activity	records pertaining to: Cooperative Education Programs, Harry S. Truman Fellowship Program, Federal Junior Fellowship Program, and Student Volunteer Service Program	maintained at CPFs	Destroy 2 years after agreement expires or is renegotiated, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.01	Reports Required under E.O. 12015 at CPFs	reports required under E.O. 12015, amended by E.O. 13024, Relating to	at CPFs	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number:

		Competitive Appointment of Students Who Have Completed Approved Career-Related Work Study Programs, November 7, 1996		212, 213, 214
15.02	Reports Required under E.O. 12015 at HQ USAF	reports required under E.O. 12015, amended by E.O. 13024, Relating to Competitive Appointment of Students Who Have Completed Approved Career-Related Work Study Programs, November 7, 1996	at HQ USAF	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.03	OPM Form 1495, Financial Eligibility Statement	OPM Form 1495, Financial Eligibility Statement	records that support the eligibility of student for employment programs in circumstances where financial status is a factor	Destroy 2 years after termination from the applicable program. AUTH: N1-AFU-93-6 See Note Number: 212, 213, 214
16.00	Development Opportunity Program (DOP)	training plans, evaluation and related material	at CPFs	Destroy 2 years after employee leaves the program. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365, 462
18.00	Centrally Managed Intern Program Under AF Career Management Program	individual case files containing applications, training schedules, apprenticeship agreements, certificates of eligibility and related materials	at appropriate career program branch, AFCPMC	Destroy 5 years after individual completes program or discontinues training. AUTH: N1-AFU-90-50 See Note Number: 212, 213, 214, 365

Table 36-29

EMPLOYEE-MANAGEMENT RELATIONS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Administrative Grievances and Classification Appeals	original of employee's grievance or appeal, report of hearing or inquiry, copies of decisions rendered and related material, including any judicial proceedings	used as a basis for the decision	Destroy no sooner than 4 years but no later than 7 years after case is closed. AUTH: GRS1, Item30(a) See Note Number: 212, 213, 214, 463, 464
1.01	Individual Complaints of Discrimination	individual complaints of discrimination	original complaint, counselor's report, investigative and hearing reports, copies of decisions, and related material, including any judicial proceedings	Destroy 4 years after case is resolved by AF or Equal Employment Opportunity Commission (EEOC) or by a US court. AUTH: N1-AFU-90-3 See Note Number:

				212, 213, 214, 255
1.02	Management Decisions on Disciplinary Action	management decisions on disciplinary action	management decisions on whether or not to take disciplinary action	Destroy 2 years after case is closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 255, 365
1.03	Card Describing Current Status on Individual Complaints	card describing current status on individual complaints	cards which describe current status in processing each individual complaint	Destroy 2 years after case is closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365
1.04	Record of Complaint Not Pursued Beyond Informal Stage	record of complaint	not pursued beyond informal stage	Destroy 2 years after date EEO counselor was initially contacted. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365
2.00	Class Action Complaints of Discrimination	class action complaints of discrimination	original complaint, counselor's report, transcripts, exhibits, decisions, related material (e.g., merit promotion files, PPRS, etc.)	Destroy 4 years after final resolution. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 255
3.00	Adverse Actions Including Performance-Based Actions and Appeals	adverse actions including performance-based actions and appeals	notice of proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records	Destroy 4 years after case is closed. AUTH: N1-AFU-93-7 See Note Number: 212, 213, 214, 365
4.00	Performance/Incentive Awards	recommendations, approved nominations, memoranda of record, correspondence taken in connection with performance or incentive awards	used as a basis of evaluating the performance or awarding an incentive.	Destroy 2 years after approval or disapproval. AUTH: GRS1, Item 12a(1) See Note Number: 212, 213, 214, 464
4.01	Awards from Other Government Agencies or Private Organizations	awards from other government agencies or private organization	correspondence or memoranda	Destroy after 2 years. AUTH: GRS-1, Item 12a(2) See Note Number: 212, 213, 214, 365
4.02	Incentive Awards Program	incentive awards program	reports pertaining to the operation	Destroy after 3 years. AUTH: GRS1 Item 13 See Note Number: 212, 213, 214
5.00	Employee Performance File System Records (Appraisals) (Non-SES)	summary performance appraisal records, including performance appraisal, job elements and standards, and performance plans	used as a basis for evaluation and or support documents and not accompanied by demotion or removal recommendation of current employees. May	Destroy 4 years after date of appraisal. AUTH: GRS-1, Item 23, 3(b) 4, and 5(b) 1 and 2 See Note Number:

			be kept in the official personnel file or the supervisor(s) working copy	212, 213, 214, 229, 365
6.00	Forms Documenting a Rating of Unacceptable	forms documenting a rating of unacceptable	where demotion or removal is proposed but not effected	Destroy after the employee completes 1 year of acceptable performance from date of written advance notice of proposed removal or reduction in grade notice. AUTH: GRS 1, Item 23(a)(1) See Note Number: 212, 213, 214
7.00	Forms Documenting Ratings of Members of the Senior Executive Service	forms	forms documenting ratings of members of the Senior Executive Service	Destroy 5 years after date of rating. AUTH: GRS1 Item23b(3&4) See Note Number: 212, 213, 214, 365
8.00	Separation Actions for Employees Serving on Initial Appointment Probation	supervisor's explanation of reasons for separation of employee, letters of resignation in lieu of termination for cause, and similar cause. Filed subjectively rather than in, or with, employee's personnel records.	on employees under appointment which does not afford appeal	Destroy 2 years after effective date of separation. AUTH: N1-AFU-90-3 See Note Number: 179, 212, 213, 214, 365
9.00	Counseling Regarding Defense-Related Employment	statements signed by employees confirming they have received counseling on reporting Defense-related employment	at CPF	Destroy 3 years after employee separates. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Donated Leave Program Case Files	donated leave program case files	information submitted or resulting from a request or contribution of leave and informational background or guidance material supporting the programs	Destroy 6 years after the FY in which the effort was completed or terminated. AUTH: GRS 1, Item 37 See Note Number: 212, 213, 214
12.00	Health Benefit Registration for Former Spouses	enrollment form(s) and supporting documents of spouses eligible for benefits	at CPFs	Destroy 3 years after denial. AUTH: GRS1, ITEM 35a and b See Note Number: 212, 213, 214, 670
13.00	Copies of Retirement Applications	copies of retirement applications	information submitted to OPM or resulting from an application for retirement	Destroy 1 year after the CY in which the retirement occurred. AUTH: N1-AFU-90-7 See Note Number: 212, 213, 214
14.00	Civilian Drug Testing	chain of custody forms; written notification to report	at CPFs	Destroy 3 years after date of drug

		for testing; correspondence, documents, and reports, related to random, volunteer, applicant, reasonable suspicion, accident, and follow-up to rehabilitation drug testing; employee results for retest; correspondence related to test result		test or one year after employee separates. AUTH: GRS1, ITEM 36a-e See Note Number: 212, 213, 214, 669

Table 36-30

CLASSIFICATION

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Position Descriptions Record Copies	position descriptions record copies	files describing established positions, including information on title, series, grade, duties and responsibilities	Destroy 2 years after position is abolished or description is superseded. AUTH: N1-AFU-88-2 See Note Number: 212, 213, 214, 365
2.00	Position Descriptions Other Copies	position descriptions other copies	files describing established positions, including information on title, series, grade, duties and responsibilities	Destroy when position is abolished or position description superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Position Surveys	position surveys	surveys or equivalent listings of positions and actions, reports of misallocations and correspondence pertaining to classification action resulting from position audits	Destroy 4 years from date of the report, or on inactivation of office, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365
4.00	Actions Resulting From Position Surveys	position survey form or equivalent (used instead of a request for personnel action form to request action)	optional files; if not maintained, see Rule 4	Destroy 2 years after effective date of action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365
5.00	Position Management	position management	plans, surveys, reports and related correspondence	Destroy after all action is completed or new report is issued, whichever is applicable. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 365

Table 36-31

UNION AND/OR ASSOCIATIONS OF SUPERVISORS AND MANAGEMENT

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Union or Association Recognition Request or Petition for Recognition	related documents; installation's letter of recognition and certification of representative	at CPFs	Destroy when union is no longer recognized or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 480
2.00	Union or Association Recognition Analysis and Exhibits Determining Appropriateness of Unit	election agreement, related records; disapproval requests for union recognition	at CPFs	Destroy when union is no longer recognized or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 480
2.01	Summary of Recognition and Agreement Data	summary of recognition and agreement data	at DOD/CPMS	Destroy when union is no longer recognized or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 480
3.00	Memorandum of Agreement Under Labor Management Relations in Federal Service	memorandum of agreement under Labor Management Relations in federal service	initial union proposals, counter proposals, working documents, and approved agreement	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 480
4.00	Annual Report of Union Recognitions	annula report of union recognitions	report and all backup material	Destroy when 5 years old. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Unfair Labor Practice Complaints at CPFs	initial complaint, case record and decision	at CPFs	Destroy 4 years after resolution. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.01	Reserve	reserve	the initial complaint, case record, and decision	Destroy 1 year after final decision or 1 year after date of any further action on the cases, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 480
6.00	Union or Association Request for Permission to Post Literature	union or association request for permission to post literature	request, literature and installation approval/disapproval	Destroy 2 years after date of installation approval or disapproval. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 480
7.00	Union or Association Management Consultation Meetings	union or association management consultation meetings	minutes of meetings and copies of decisions made	Destroy when superseded or obsolete.

				AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 480
8.00	Grievances Filed Under Negotiation Grievance Procedure	initial and subsequent filings at successive steps of grievance procedure; management decisions; memos for the record and any other pertinent related evidence	at CPFs (or other appropriate level of recognition)	Destroy 5 years after final resolution of case. AUTH: GRS1,ITEM28B See Note Number: 212, 213, 214, 465, 480
9.00	Arbitration Awards Rendered Under Negotiated Agreement and Appeals to Federal Labor Relations Authority at DOD/CPM	request for arbitration, award; pre- and/or post-hearing briefs; appeal proposal/brief and decision, as applicable	at DOD/PCM	Destroy 5 years after final resolution of case. AUTH: GRS1,ITEM28B See Note Number: 212, 213, 214, 480
10.00	Arbitration Awards Rendered Under Negotiated Agreement and Appeals to Federal Labor Relations Authority at MAJCOMs	request for arbitration, award; pre- and/or post-hearing briefs; appeal proposal/brief and decision, as applicable	at MAJCOMs	Destroy 5 years after final resolution of case. AUTH: GRS1,ITEM28B See Note Number: 212, 213, 214, 365, 465, 480
11.00	Official Time Usage for Representation Purposes	summary of official time expended for representation purposes	at DOD/CPMS	Destroy when union is no longer recognized or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 480

Table 36-32

OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
4.04	Performance Appraisal	records used to support or track employee performance during the appraisal period; records of periodic performance discussion	kept by supervisor	destroy 4 years after effective date of appraisal, forward to CPF if separated or transferred (CPF forwards to gaining activity). AUTH: GRS 1, Item23a(4)and(5) See Note Number: 212, 213, 214
9.00	Employee Training Development	Career Enhancement Plan (CEP) consisting of Personnel Data System-Civilian (PDS-C) form	kept by supervisor or in a central administrative function	Destroy when replaced by a new CEP or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Supervisor's Employee Work Folder -	correspondence, forms and other records relating to positions, authorizations,	maintained by supervisor	Review annually and destroy superseded or obsolete documents; destroy all

	Correspondence and Forms	pending actions, copies of position descriptions, requests for personnel action, and records on individual		documents relating to an individual employee within 1 year after separation or transfer. AUTH: GRS1, Item 18a See Note Number: 212, 213, 214
15.00	Supervisor's Employee Folder - Duplicate Documentation	supervisor's employee folder - duplicate documentation	other copies of documents duplicated in OFPs not provided for elsewhere in this Table	Destroy when 6 months old. AUTH: GRS1, Item 18b See Note Number: 212, 213, 214
16.00	Air National Guard Supervisor's Employee Work Folder	NGB Form 904-1, Supervisor's Record of Technician Employment and related documents	kept by supervisor and used to properly supervise full-time employee. Used to document actions taken, and history of employment	Dispose of in accordance with TPR 293-31. AUTH: N1-AFU-90-9 See Note Number: 212, 213, 214

Table 36-33

HONORS AND AWARDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Special Honors, Trophies and Awards at HQ USAF, HQ AFPC or MAJCOM	records pertaining to the special trophies and awards program sponsored by AF and private organizations, such as the Mackay Trophy and USAF Personnel Awards, including nominations of individuals, units and groups, minutes of board meetings, announcements of awards and related forms and correspondence	at HQ USAF, HQ AFPC or MAJCOM	Destroy after 50 years. AUTH: N1-AFU-92-23 See Note Number: 142, 212, 213, 214
2.00	Special Honors, Trophies and Awards at Initiating Activities	records pertaining to the special trophies and awards program sponsored by AF and private organizations, such as the Mackay Trophy and USAF Personnel Awards, including nominations of individuals, units and groups, minutes of board meetings, announcements of awards and related forms and correspondence	at initiating activities	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Special Honors, Trophies and Awards at Intermediate Headquarters and All Nonselected Nominations	records pertaining to the special trophies and awards program sponsored by AF and private organizations, such as the Mackay	at intermediate headquarters and all nonselected nominations	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212,

		Trophy and USAF Personnel Awards, including nominations of individuals, units and groups, minutes of board meetings, announcements of awards, and related forms and correspondence		213, 214
4.00	Military Honors Checklist	completed military honors checklist forms for honors other than funeral/memorial services	at bases that provide military honors	Destroy the completed forms 1 year after honors rendered. AUTH: N1-AFU-89-30 See Note Number: 142, 212, 213, 214
5.00	Memorialization Program Naming Air Force Installations	case files accumulated by HQ AFPC/DPMASA and initiating activities which pertain only to the naming of Air Force installations	at HQ AFPC/DPMASA or initiating activities	Forward to HQ AFHRA/ISR upon inactivation of installation. AUTH: N1-AFU-92-23 See Note Number: 24, 142
6.00	Memorialization Program Naming Streets, Buildings, Facilities or Rooms	case files accumulated by HQ AFPC/DPMASA and initiating activities pertaining only to the naming of streets, buildings, facilities, or rooms	at HQ AFPC/DPMASA or initiating activities	Forward to HQ AFHRA/ISR when no longer needed. AUTH: N1-AFU-92-23 See Note Number: 24, 142
7.00	Decorations to Individuals (Military and Civilian) Wartime Approved U.S. Military Decorations	case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents	(Medal of Honor, Air Force Cross, Distinguished Service Medal, Silver Star, Distinguished Flying Cross, Airman's Medal) for war and peacetime; all other approved U.S. military, U.S. nonmilitary, and foreign decorations relating to wartime and/or combat activities, at awarding/approving authority	Retire as permanent. AUTH: N1-AFU-85-37 See Note Number: 5, 142
8.00	Decorations to Individuals (Military And Civilian) Approved Peacetime U.S. Military, U.S. Non-Military and Foreign	case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents for U.S. military, non-military and foreign decorations	U.S. military, non-military and foreign decorations at awarding/approving authority	Destroy after 25 years. AUTH: N1-AFU-90-3 See Note Number: 142, 214
9.00	Decorations to Individuals (Military and Civilian) Disapproved U.S. Military	case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents	U.S. nonmilitary, and foreign decorations at disapproving authority	Destroy after 35 years. AUTH: N1-AFU-90-3 See Note Number: 142,

				214, 466
10.00	Approved/Disapproved Air Force Achievement and Unit/Campaign Awards at Awarding/Disapproving Authority	case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents	approved/disapproved Air Force Achievement and Unit/Campaign Awards at awarding/disapproving authority	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
11.00	Approved/Disapproved Decorations and Awards at Initiating and Intermediate Monitoring Headquarters	case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents	approved/disapproved decorations and awards at initiating and intermediate monitoring headquarters	Destroy after decoration is awarded or 1 year after disapproval. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
12.00	Refused Decorations	copies of records relating to refused decorations	at awarding authority	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214, 467
13.00	Decorations to Foreign Nationals and U.S. Citizens Not Employed by U.S. Government	case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents	decorations to foreign nationals and U.S. Citizens not employed by the U.S. Government	Retire as permanent 2 years after completion of case. AUTH: N1-AFU-91-10 See Note Number: 5, 142
14.00	Decorations to Units	case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents	approved and disapproved recommendations	Destroy 2 years after completion of case. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
15.00	Decoration Recommendations Forwarded to Lower Headquarters	records generated when a higher headquarters disapproved recommendation and	forwarded to a lower headquarters for consideration of a lesser award	Destroy 2 years after completion of action. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
16.00	Favorable Communications	favorable communications	records not required for processing under AFI 36-2864, General Jerome F. O'Malley Award	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
17.00	Outstanding Personnel Programs, e.g., Outstanding NCO/Airman Award, Junior Officer of	personal data, letters of nomination, photographs and related papers	selected nominees, nonselected nominees and minutes of board meetings	Destroy after 1 year. AUTH: N1-AFU-90-3

	the Quarter, Outstanding Manager			See Note Number: 142, 212, 213, 214
18.00	Miscellaneous AF Activity-Sponsored Programs	announcements of a contest, entry applications or of nominations and supporting records, results, related papers used to monitor and control programs	programs designed to promote esprit de corps, recognition, such as beauty contests, dining hall of the month or operator of the month	Destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
19.00	Safety Awards Approved Awards (Record Copy)	copies of approved Safety Awards	nominations and other records relating to awards for outstanding achievements in the prevention of accidents	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
20.00	Safety Awards Disapproved Awards (Record Copy)	record copy of disapproved Safety Awards	nominations and other records relating to awards for outstanding achievements in the prevention of accidents	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
21.00	Safety Awards Other Copies	nominations and other records relating to awards for outstanding achievements in the prevention of accidents	other than Rules 19 and 20	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
22.00	AF Maintenance Awards Approved at HQ USAF	applications and background material and related records	AF Maintenance Awards approved at HQ USAF	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
23.00	AF Maintenance Awards Disapproved at HQ USAF	applications and background material, and related records	AF Maintenance Awards disapproved at HQ USAF	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
24.00	AF Maintenance Awards Approved/ Disapproved at Intermediate Headquarters	applications and background material, and related records	AF Maintenance Awards approved/disapproved at intermediate headquarters	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note

				Number: 142, 212, 213, 214
25.00	AF Maintenance Awards Approved at Initiating Activities	applications and background material and related records	AF Maintenance Awards approved at initiating activities	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
26.00	AF Maintenance Awards Disapproved at Initiating Activities	applications and background material and related records	AF Maintenance Awards disapproved at initiating activities	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
27.00	Civil Engineering Awards Program Approved Awards	case files of annual submissions in electric power and heat generating plant competition, meritorious achievement award for professional excellence and comparable programs	Civil Engineering Awards program approved awards	Destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
28.00	Civil Engineering Awards Program Disapproved Awards	case files of annual submissions in electric power and heat generating plant competition, meritorious achievement award for professional excellence and comparable programs	Civil Engineering Awards programs disapproved awards	Destroy on submission of next FY competition or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
29.00	Transportation Awards	awards	supporting documentation relating to annual transportation awards	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
30.00	Air Traffic Control Annual Awards Selected	records pertaining to the selection of air traffic controller/facility of the year, including nominations, records of board meetings, awards presentation and related data	documentation of selected individual/facility, board documentation and related correspondence at HQ AFCA	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
31.00	Air Traffic Control Annual Awards Nonselected	records pertaining to the selection of air traffic controller/facility of the year, including nominations, records of board meetings, awards presentation and related data	documentation of nonselected individuals/facilities and all records other than in Rule 30	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214

32.00	Aircraft	aircrft data	exemplary service reports, certificates, review board documentation and related data	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
33.00	Aircraft	aircraft data	exemplary service reports, certificates, review board documentation and related data	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
34.00	Aircraft	aircraft data	exemplary service reports, certificates, review board documentation and related data	Destroy on inactivation of unit, or when obsolete, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
35.00	Aircraft	exemplary service reports, certificates, review board documentation and related data	not covered by Rules 32, 33, and 34	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
36.00	Air Weapons Controller Badge	applications and related records for award of air weapons controller badge, senior air weapons controller badge or master air weapons controller badge	at approving/disapproving or intermediate levels	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
37.00	Air Traffic Controller Badge	applications and related records for award of air traffic controller badge	at approving/disapproving or intermediate levels	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
38.00	AF Communications and Information Management Awards	nominations, minutes of meetings, selectees, non-selectees and other records	related to awards authorized IAW AFI 36-2845, Communications and Information Annual Awards Program	Destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
39.00	AF Communications and Information Management Awards	approved and disapproved recommendations and related records	at intermediate headquarters	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214

40.00	AF Communications and Information Management Awards	approved and disapproved recommendations and related records	at initiating activities	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
41.00	Aircraft and Munitions Maintenance Badge	applications and related records for award of aircraft and munitions maintenance badge	approved awards	See AFI 36-2608. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
42.00	Aircraft and Munitions Maintenance Badge Disapproved Awards at Disapproving Authority	applications and related records for award of aircraft and munitions maintenance badge	disapproved awards at disapproving authority	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 142, 212, 213, 214
43.00	Manpower Awards at HQ USAF	nominations, minute of meeting, selectees, non-selectees and other records relating to awards for outstanding achievements in manpower for professional excellence	at HQ USAF	Destroy after 2 years or when no longer needed. AUTH: N1-AFU-91-21 See Note Number: 142, 212, 213, 214
44.00	Manpower Awards Approved Awards (Record Copy) at MAJCOM	nominations, minute of meeting, selectees, non-selectees and other records relating to awards for outstanding achievements in manpower for professional excellence	record copies of approved awards at MAJCOM	Destroy after 2 years. AUTH: N1-AFU-91-21 See Note Number: 142, 212, 213, 214
45.00	Manpower Awards Disapproved Awards (Record Copy) at MAJCOM	nominations, minute of meeting, selectees, non-selectees and other records relating to awards for outstanding achievements in manpower for professional excellence	record copies of disapproved awards at MAJCOM	Destroy after 1 year. AUTH: N1-AFU-91-21 See Note Number: 142, 212, 213, 214
46.00	Manpower Awards Initiating Activity	nominations, minute of meeting, selectees, non-selectees and other records relating to awards for outstanding achievements in manpower for professional excellence	at initiating activitiy	Destroy after 1 year. AUTH: N1-AFU-91-21 See Note Number: 142, 212, 213, 214
47.00	Acquisition Awards at SAF/AQ	nominations, minutes of meetings, selectees, non-selectees and other records relating to awards authorized IAW AF Instructions	Acquisition Awards at SAF/AQ	Destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-94-8 See Note

				Number: 142, 212, 213, 214
48.00	Acquisition Awards at Intermediate Headquarters	approved and disapproved recommendations and related records	at intermediate headquarters	Destroy after 2 years. AUTH: N1-AFU-94-8 See Note Number: 142, 212, 213, 214
49.00	Acquisition Awards at Initiating Activities	Acquisition Awards	at initiating activities	Destroy after 1 year. AUTH: N1-AFU-94-8 See Note Number: 142, 212, 213, 214

Table 36-34

INFORMATION HAS MOVED TO TABLE 38-07

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
No rules exist for this table.				

Table 36-35

USAF ACADEMY AWARDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Cadet Awards at Graduate Studies	Cadet Awards at graduate studies	case files containing correspondence pertaining to donor sponsorship, used in continuous correspondence to new award proposals and financial accounting for sponsorship continuation	Destroy after 50 years. AUTH: NC1-461-82-3 See Note Number: 212, 213, 214
2.00	Cadet Awards at Selection Office	Cadet Awards at selection office	case files containing correspondence pertaining to donor sponsorship, used in continuous correspondence to new award proposals and financial accounting for sponsorship continuation	Destroy after 1 year. AUTH: NC1-461-82-3 See Note Number: 212, 213, 214
3.00	Thomas D. White National Defense Award	nominations, biographical sketch, correspondence requesting board members, Superintendent's approval and Chief of Staff Air Force	selected nominations at Plans and Programs	Destroy after 2 years. AUTH: NC1-461-

		approval		82-3 See Note Number: 212, 213, 214
4.00	Nonselected Nominations at Plans and Programs	nonselected nominations at plans and programs	nominations, biographical sketch, correspondence requesting board members, Superintendent's approval and Chief of Staff Air Force approval	Destroy after 1 year. AUTH: NC1-461-82-3 See Note Number: 212, 213, 214

Table 36-36

PERSONNEL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Family Services Program	Family Services Program	case histories used to record a summary of the type of assistance requested, who requested it, facts relative to the case, assistance rendered and any special problems involved	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 214
2.00	Training and Experience Records of Volunteers	training and experience records of volunteers	used by members of the Committee of Administration to record volunteer training, experience and awards	Destroy 2 years after separation of volunteer. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 478
3.00	Advisory Council Meeting Minutes at Initiating Activities	Advisory Council Meeting minutes	at initiating activities	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	At MAJCOMs	data	at MAJCOMs	Destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Advisory Council Meeting Minutes Other Records	Advisory Council Meeting minutes - other records	records not covered in Rules 1, 2, 3, and 4	Destroy after 2 years (EXCEPTION: at HQ USAF they may be destroyed when no longer needed). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Solicitation Case Files	solicitation case files	letters of accreditation, applications, statements of	Destroy after 3 years or when no

			understanding, valid licenses, letters of authorization, sales reports, operational records, records of violations and suspensions accumulated in connection with the conduct of commercial transactions with AF members at AF installations	longer needed as dictated by the installation commander, whichever is sooner. AUTH: N1-AFU-87-33 See Note Number: 212, 213, 214
8.00	Marriage	marriage	applications for marriage between AF personnel and foreign nationals and related correspondence	Destroy 1 year after application is approved or disapproved (EXCEPTION: copy retained by approving authority may be destroyed when no longer needed). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Voting Assistance Data	voting assisatnce data	correspondence and publications accumulated in connection with the administration of the Federal Voting Assistance Act	Destroy after next election. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Recruitment for Civilian Police at HQ USAF and MAJCOMs	rosters and related correspondence	recruitment for Civilian Polica at HQ USAF and MAJCOMs	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Recruitment for Civilian Police at Other Than HQ USAF and MAJCOMs	rosters and related correspondence	recruitmanr for Civilian Polaice at other than HQ USAF and MAJCOMs	Destroy 90 days after submission of quarterly report. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Post-Service Employment Counseling	rosters and related correspondence	post-service employment counseling	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 195, 212, 213, 214
14.00	National Urban League Veterans Affairs	rosters and related correspondence	National Urban League Veterans Affairs	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Survivor Benefit Plan (SBP)	original SBP RIP and original DD Form 2656, Data For Payment of Retired Personnel	at initiating activities	Documents are retained in the UPRG and should be disposed IAW AFI 36-2608. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.01	Survivor Benefit Plan Counselor's Files	Survivor Benefit Plan counselor's files	consisting of copies of MANSBP RIP, DD Form 2656, Data For Payment of Retired Personnel, DD Form 2656-1, Survivor Benefit Plan (SBP) Election Statement for Former Spouse Coverage (if applicable), cost and annuity estimates and other related documents	Destroy 3 years after member retires. AUTH: N1-AFU-00-5 See Note Number: 212, 213, 214
16.00	Family Data Records	family data records used to establish contact with	at initiating activities	Destroy when no longer needed.

		dependents whose sponsors are away advising other Family Services offices at other AF installations should dependents move to a new area and provide general information about newly arrived dependents		AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Signed Receipts for Items Loaned Out from Lending Closet	signed receipts for items loaned out from lending closet	at initiating activities	Destroy upon return of lending items or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Volunteers Record of Hours Accrued	volunteers record of hours accrued during a given month and year	at initiating activities	Retained by the volunteer on an indifinite basis. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 36-37

PROGRAM ADMINISTRATION

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	School Quotas/Course Project File Other Than MPFs	scholl quota/course project file other than MPFs	records concerning allotment of school quotas and fulfillment thereof, including TDY relocation for school or Mission Readiness Training	Destroy 3 months after training quotas are allocated by the command. AUTH: N1-AFU-88-17 See Note Number: 212, 213, 214
1.01	School Quotas/Course Project File at MPFs	records concerning allotment of school quotas and fulfillment thereof, including TDY relocation for school or Mission Readiness Training	reflect the allocation of school quotas	Destroy 1 year after the end of the calendar year. AUTH: Unscheduled See Note Number: 212, 213, 214
2.00	Airman Training Waiver	aorman training waiver	requests for exceptions to authorized airmen training and utilization procedures in connection with on-the-job, cross-training, and training of unskilled airmen in the semiskilled levels	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Foreign Trainees at HQ USAF	requests for training, training projects, acceptance or nonacceptance messages, invitational travel orders, related correspondence	at HQ USAF	Destroy 4 years after completion of project. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		incident to the USAF program for training students of foreign governments per AFJI 16-105, Joint Security Assistance Training (JSAT)		
5.00	Foreign Trainees below HQ USAF	requests for training, training projects, acceptance or nonacceptance messages, invitational travel orders, related correspondence incident to the USAF program for training students of foreign governments per AFJI 16-105, Joint Security Assistance Training (JSAT)	below HQ USAF	Destroy 2 years after completion of project. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Foreign Trainees Records for Students (Originals)	requests for training, training projects, acceptance or nonacceptance messages, invitational travel orders, related correspondence incident to the USAF program for training students of foreign governments per AFJI 16-105, Joint Security Assistance Training (JSAT)	original foreign trainees records for students	See prescribing directive. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Foreign Trainees AETC Form 318 (Prior 1974), Allied Student Training Record	requests for training, training projects, acceptance or nonacceptance messages, invitational travel orders, related correspondence incident to the USAF program for training students of foreign governments per AFJI 16-105, Joint Security Assistance Training (JSAT)	foreign trainees AETC Form 318 (prior 1974), allied student training record	Destroy after 20 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.01	Foreign Trainees Individual Student Training and Achievement Record	foreign trainees individual student training and achievement record	used by Inter-American Air Forces Academy (IAAFA) to provide information to each student's home country	Destroy on inactivation of IAAFA. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Training Instructors	training instructors	forms used to record data on individual instructors preservice and inservice training requirements, type of instructor assignment and qualification for instructor supervisor assignment	Destroy immediately after reassignment or separation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.01	Forms Used to Document SERE Instructor Training	forms	forms used to document Survival, Evasion, Resistance	Destroy when SERE instructor has completed master instructor

			and Escape (SERE) instructor training	requirements. AUTH: N1-AFU-99-3 See Note Number: 212, 213, 214
9.02	Electronic Input Records (Form Filler Software)	form filler software	electronic input records	Delete when record copy is printed and filed. AUTH: N1-AFU-99-3 See Note Number: 212, 213, 214
10.00	Instructor Evaluation Records	instructor evaluation records	below HQ USAF	Destroy after reassignment, PCS or Separation. AUTH: N1-AFU-99-6 See Note Number: 212, 213, 214
10.01	Electronic Input Records	word processingm or form filler software	electronic input records	Destroy when record copy is printed and filed AUTH: N1-AFU-99-6 See Note Number: 212, 213, 214
11.00	Faculty Board Proceedings and Administrative Disenrollments	originals of proceedings of faculty boards appointed to determine all matters relating to the proficiency, deficiency, graduation, and elimination of students and other matters referred to the faculty board by the school commandant and records of administrative disenrollments	at commands below HQ USAF, except HQ USAFA	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.01	Faculty Board Proceedings and Administrative Disenrollments at HQ USAFA	originals of proceedings of faculty boards appointed to determine all matters relating to the proficiency, deficiency, graduation and elimination of students and other matters referred to the faculty board by the school commandant and records of administrative disenrollments	at HQ USAFA	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.02	Faculty Board Proceedings and Administrative Disenrollments at Medical Facilities and Schools	originals of proceedings of faculty boards appointed to determine all matters relating to the proficiency, deficiency, graduation and elimination of students and other matters referred to the faculty board by the school commandant and records of administrative disenrollments	at medical facilities and schools offering intern and resident training	Hold for 50 years at training locations, then destroy. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Collateral Training Posted in Individual Training Records	sign-in and sign-out records, absentee reports, delinquency reports, suspension records, training check sheets, medical clearances, requests for disciplinary action, progress reports, examination papers,	below HQ USAF and information is posted in individual training records	Destroy 6 months after class/course completion. AUTH: N1-AFU-01-1 See Note Number: 212, 213, 214

		registration forms, change requests, recommendations for elimination, and records of preparation for overseas movement		
13.00	Locator Strip Cards	cards used for locating a student in a class or squadron	below HQ USAF and information is posted in individual training records	Destroy after graduation or elimination. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Progression Schedules	progression schedules	time tables, graphs and charts used to indicate progress and/or for instructional purposes, such as student familiarization initial charts, progress charts and charts of flying time	Destroy when superseded, obsolete or on inactivation of activity, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Student Research	student research	thesis (War College), research reports (Command and Staff College), aerospace power theses (Squadron Officers School) and student thesis (Institute of Technology)	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Training Summaries	training summaries	training summaries and reports of eliminees, upgrading, absentees, delinquencies, standardization checks, rating scales, student ratio reports, activity reports, recognition test sheets, rosters of students and advance reports of graduation	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	General Training Reports	general training reports	technical training reports, such as reports of units assigned for training, reports of status and change of status, status recapitulation, strength, periodic training, combat readiness and inspection of instructors' classes	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Academic Instructor Course Waivers	academic instructor course waivers	requests, justifications, approvals and disapprovals	Destroy when no longer eligible for assignment to instructional positions in AU or when no longer needed, whichever is sooner.

				AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Educational Source Records	studies, reports on education requirements of the AF, AU's role in meeting these requirements, studies on the effectiveness of educational programs, techniques and related material	at HQ AU	Hold until inactivation of AU or when no longer needed, then retire as permanent. AUTH: NC-AFU-75-41 See Note Number: 6, 119
22.00	Retraining Approved Applications and Declination Statements for Approved Retraining Requests	retraining approved applications and declination statements for approved retraining requests	request for retraining/lateral training and any supporting records (i.e., supplemental messages, letters of recommendation, etc.)	Retain in office file until superseded, no longer needed, separation or reassignemnt of individual on PCA or PCS. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 471
22.01	Retraining Disapproved Applications	retraining disapproved applications	request for retraining/lateral training and any supporting records (i.e., supplemental messages, letters of recommendation, etc.)	Destroy 3 months after disapproval/cancellation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
23.00	Student Critiques for Contractor Training Courses	student critiques for contractor training courses	individual, group and oral (summarized) critiques reflecting students' comments on training, base support facilities and services, and school squadron support for consideration in corrective or improvement actions	Destroy with related contract. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
24.00	Student Critiques for Other Than Contractor Training Courses	student critiques for other than contractor training courses	individual, group and oral (summarized) critiques reflecting students' comments on training, base support facilities and services, and school squadron support for consideration in corrective or improvement actions	Destroy 2 months after all action is completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
24.01	Student Critiques Input/Background Data to Training Evaluations	student critiques input/background data to training evaluations	individual, group and oral (summarized) critiques reflecting students' comments on training, base support facilities and services and school squadron support for consideration in corrective or improvement	Destroy upon completion of related report/special study or until no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

			actions	
25.00	USAF-Established NCO Academy Graduate Association Charter Case Files	USAF- established NCO Academy Graduate Association Charter case files including charter, chapter constitution, bylaws, and other governing records	at NCO academies	Destroy when charter is dissolved. AUTH: N1-AFU-90-3. See Note Number: 212, 213, 214, 472
26.00	USAF-Established NCO Academy Graduate Association Chapter's Minutes of Meetings and Reports	USAF-established NCO Academy Graduate Association Chapter's minutes of meeting and reports	records for maintaining chapter activities	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 472
27.00	Test Accountability/Control	test accountabilty/control	logs, registers, destruction certificates, inventories used to control and account for test materials in the form of test booklets, examinations, answer keys, answer sheets, etc.	Destroy 6 months after individual pages are completed or closed out. AUTH: N1-AFU-92-6 See Note Number: 212, 213, 214

Table 36-38

INDIVIDUAL ACADEMIC RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Individual Training Progress at AU and USAF School of Aerospace Medicine	records of individual training and education of each student, indicating subjects studied, number of hours devoted to their study, final grade or rating of proficiency obtained in each subject and/or the reason for noncompletion of the course of study	at AU and USAF School of Aerospace Medicine	Destroy 30 years after individual completes or discontinues a training course. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Individual Training Progress at School of Health Care Sciences, USAF (Before FY 82)	records of individual training and education of each student, indicating subjects studied, number of hours devoted to their study, final grade or rating of proficiency obtained in each subject and/or the reason for noncompletion of the course of study	at School of Health Care Sciences, USAF (before FY 82)	Destroy 30 years after individual completes or discontinues a training course. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	AETC Forms at AETC Technical Training Wings/Field Training Detachments	AETC Forms 156, 304, 379, and 565 (before FY 82)	at AETC technical training wings/field training detachments	Destroy 30 years after individual completes or discontinues a training course. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214
3.01	AETC Form 325 Duplicates and Original Partial Sessions	Attendance and Rating Record (AETC Form 325) (all duplicates and originals only of partial courses/training sessions)	at AETC technical training wings/field training detachments	Destroy after 1 year AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.02	Individual Training and Education	records of individual training and education of each student	at USAF Special Investigations School	Destroy 25 years after course is completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.03	AETC Form 325 Original Completed Courses FY 82 and After	AETC Forms 325 (originals of completed courses) (FY 82 and after)	at AETC (982 Training Group)	Destroy 30 years after individual completes or discontinues a training course. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.04	Student Record of Training (AETC Form 156)	Student Record of Training (AETC Form 156) System of Records F036 AF PC Q)	at AETC Technical Training Wings	Maintain and destroy locally 30 years after information is entered into the Air Force Training Management System. AUTH: N1-AFU-00-01 See Note Number: 212, 213, 214
3.05	Student Record of Training (AETC Form 156) in PMS	Rule 3.4 information in PMS	at AETC Technical Training Wings	Retain pending approval of disposition authority. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Individual Training Records - Copies	copies of individual training records	at AETC Technical Training Wings	Destroy on graduation or elimination of the student from training. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.01	Microform Copies of ECI Student Transcript	records used to issue student transcripts, diplomas and certificate of	at ECI	Retain at ECI 30 years after

		completion		course completion then destroy. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.02	Records of Nonresident Students at Air Command and Staff College, AU	writing assignments, course completion letters, program completion letters, correspondence from students, etc.	at Air Command and Staff College, AU	Destroy 2 years after initial program enrollment, or upon graduation, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.03	Records of Nonresident Students at Air War College AU	writing assignments, course completion letters, program completion letters, correspondence from students, etc.	at Air War College AU	Destroy 3 months after graduation, 6 months after cancellation, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.04	Magnetic Tapes of Nonresident Air Command and Staff College Personal Data and Progress	Air Command and Staff College student personal data and student progress	at AU Data Automation Center	Destroy 5 years after initial program enrollment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.05	Magnetic Tapes of Nonresident Air War College Student Personal Data and Progress	magnetic tapes of nonresident Air War College student personal data and student progress	at AU Data Automation Center	Destroy 10 years after initial program enrollment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Other Training Progress Records	other training progress records	records other than in Rules 1 through 4.5	Destroy 10 years after individual completes or discontinues a training course. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Unit Training Program	unit training program	Ancillary Training	Disposition Pending...

			Record for courses related to duty performance, but separate from individual's primary AF Specialty	AUTH: Unscheduled See Note Number: 212, 213, 214
6.01	Individual Training Accomplishments	subjects unique to the organization and	required by MAJCOM/FOA directives	Destroy 6 months after completion of training, when superseded or when individual no longer performs the unique duties, as appropriate. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Physical Training	physical training	basic military training check sheets and schedules	Destroy after completion of basic training. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Physical Training Supervision Reports	physical training supervision reports	pertaining to supervision of physical training and athletic programs, athletic teams, and activity reports	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Physical Fitness Test	physical fitness test	physical fitness test report work sheets and physical education attendance records	Destroy after recording information on General Military Training Record. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Maintenance Training Filed in Training Records	case history of the training and evaluation of maintenance specialists	filed in consolidated training record	Give to individual as he/she terminates military service. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Maintenance Training - Individuals Being Reassigned	case history of the training and evaluation of maintenance specialists	for individuals being	Send to gaining organization.

			reassigned	AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Maintenance Training Worksheets at Management or Training Control	maintenance training record or ICBM team training branch training worksheet	at training management or training control	Destroy upon completion of training and when files are no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Maintenance Training at Unit Training	maintenance training record or ICBM team training branch training worksheet	at unit training activities	Disposition Pending... AUTH: Unscheduled See Note Number: 212, 213, 214
16.00	Maintenance Proficiency Tests	maintenance proficiency tests, management tests and phase tests	at training management, unit training activities or work centers	Destroy when superseded, obsolete, no longer needed, or when individual is reassigned. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Training Charts	charts	training charts	Destroy when replaced, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Individual Proficiency Evaluation Feeder Forms	individual proficiency evaluation record	feeder forms to update the maintenance training records	Destroy when replaced, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Individual Proficiency Evaluation Filed in Training Record	individual proficiency evaluation record	filed in consolidated training record	Destroy when replaced by next equivalent evaluation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Training Request/Completion Notification	training requests and training completion notification records	used for control purposes	Destroy after training is completed and

				posted to applicable record. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Maintenance Standardization and Evaluation in Training Record	maintenance standardization and evaluation program records, i.e., personnel evaluation reports, and points computation records	filed in consolidated training record	Destroy when replaced by next equivalent evaluation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.00	Maintenance Standardization and Evaluation Used for Points Computation	maintenance standardization and evaluation program records, i.e., personnel evaluation reports and points computation records	used for points computation	Destroy when points computation summaries are produced. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.01	Maintenance and Standardization and Evaluation Duplicate Copies	maintenance standardization and evaluation program records, i.e., personnel evaluation reports, and points computation records	duplicate copies maintained by unit quality control	Destroy 2 years after evaluation, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
23.00	Maintenance and Standardization and Evaluation Point Computation Summaries	maintenance standardization and evaluation program records, i.e., personnel evaluation reports, and points computation records	points computation summaries	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
23.01	Maintenance and Standardization and Evaluation Training Visibility	maintenance and standardization and evaluation training visibility	training visibility records, training rosters and training schedules	Destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
24.00	ICBM Maintenance Records in Training Record	ICBM maintenance training/requirements records	filed in consolidated training record	Destroy when individual is removed from ICBM maintenance duty. AUTH: N1-AFU-90-3 See Note

				Number: 212, 213, 214
25.00	ICBM Production Inspector Records	ICBM production inspector records	at quality control	Destroy when superseded, no longer needed or when individual is reassigned. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
26.00	Other Maintenance Records	otehr maintenance records	duplicates of records in Rules 12 through 25	Destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
28.00	OJT Training	training	OJT training	Send to MPF upon PCS; to gaining activity upon PCA w/o PCS; or give to individual upon separation, retirement, or promotion to E-7, provided not needed to record further training. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
29.00	Military Aptitude Rating	military aptitude rating	forms accumulated by military training departments of officer candidate schools and aviation cadet training schools to evaluate leadership potential	Destroy 3 months after graduation of individual class, provided summary results pertaining to aviation cadets are posted to the training record. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
30.00	USAF ATC Certification	USAF ATC certificate requests used to request certificate issue, reissue, replacement or cancellation	at requesting activities, pertaining to certificate issue, reissue or replacement	Destroy upon receipt of certificate. AUTH: N1-AFU-90-3 See Note Number: 212,

				213, 214
31.00	USAF ATC Certification Certificate Cancellation	USAF ATC certificate requests used to request certificate issue, reissue, replacement, or cancellation	at requesting activities	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
32.00	USAF ATC Certification Certificate Cancellation at HQ AFFSA, Air Traffic Control Division	USAF ATC certificate requests used to request certificate issue, reissue, replacement or cancellation	at HQ Air Force Flight Standards Agency (AFFSA), Air Traffic Control Division	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
33.00	USAF ATC Certificate Cancelled - Individual Reclassified/Disqualified/Retired/or Released	USAF ATC certificate cancelled - individual reclassified/disqualified/retired/released	USAF ATC certificates cancelled when individual is reclassified from the ATC career field, is medically disqualified, retires, dies, or is released from the USAF/Reserve Forces	Return to individual after certificate is marked "cancelled." AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
34.00	USAF ATC Certification Certificates Withdrawn	USAF ATC certification certificates	withdrawn	Destroy upon notification of withdrawal by HQ Air Force Flight Standards Agency(AFFSA), Air Traffic Control Division. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
35.00	Assignment/Special Orders/Personnel Actions	assignment/personnel actions or special orders which appoint unit training and standardization specialist and assistant	at ATC function	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
36.00	Roster of Valid ATC Certificates	master roster	of valid ATC certificates	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
37.00	Training Guide/Program Checklist	training guide/program checklist	facility training guides and indoctrination	Destroy when superseded or obsolete. AUTH: N1-AFU-

			program checklists	90-3 See Note Number: 212, 213, 214
38.00	Appointment of USAF ATC FAA Examiners	appointment of USAF ATC FAA examiners	records pertinent to the appointment of USAF ATC personnel as FAA examiners	Destroy upon termination of the appointment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
39.00	Suspension/ Withdrawal of USAF ATC Certificate at HQ AFFSA, Air Traffic Control Division	records pertaining to the suspension/withdrawal of an individual's USAF ATC certificate	at HQ Air Force Flight Standards Agency (AFFSA), Air Traffic Control Division	Destroy after 4 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 473
40.00	Suspension/ Withdrawal of USAF ATC Certificate at Other Activities	records pertaining to the suspension/withdrawal of an individual's USAF ATC certificate	at all other activities	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
41.00	Monthly Training Schedules and Tests	monthly training schedules and tests	prepared to evaluate the results of scheduled and supplemental training	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
42.00	Application for FAA Certification or Rating	applications	for FAA airman certification and/or rating	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
43.00	Notification of ATC Facility Classification	notification of ATC facility classification	issued annually and used to determine training time limits required for issuance of facility ratings	Destroy 1 year after being superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
44.00	OJT Training Record	OJT training record continuation sheets	pertaining to ATC training, not recorded elsewhere, for officers assigned to ATC duties, and are maintained in officer's training folder	Give to individual upon termination of ATC duties. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
45.00	ATC Evaluation	ATC evaluation records	kept in officer's	Give to individual when

			training folder or as a transitory part of the consolidated training record for enlisted personnel, as applicable	the facility rating or position certification is no longer valid, the next evaluation is performed, a facility rating is issued, or individual is no longer in training for a facility rating. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 474
47.00	Special Task Certification	special task certification and recurring training records	kept in training folder	Hold for 2 years, then give to individual. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
48.00	ATC Weather Certification	certification	ATC/weather certification and rating record	Give to individual upon permanent termination of ATC duties. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
49.00	ECI End of Course Testing and Job Inventory Program	ECI end of course testing and job inventory program	records recording the completion of ECI tests and job inventories	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
49.01	Test Material	materials relating to Career Development Course (CDC) for On-the-Job-Training (OJT), Professional Military Education (PME) and similar training or education, including control test materials, booklets, CD-ROMs, answer sheets and answer diskettes	at Test Control Offices	Destroy when test material is superseded or obsolete. AUTH: N1-AFU-03-23 See Note Number: 212, 213, 214, 235

Table 36-39

AIR FORCE INSTITUTE OF TECHNOLOGY (AFIT) TRAINING RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**

2.00	Active Duty, ANG and Reserve Officers	individual educational credit transcripts, certificates of completion of correspondence or group study courses, eligibility applications and similar records which serve as source documents for the update of the personnel data system (PDS) or relate to eligibility for or admission to AFIT programs	at AFIT, Directorate of Admissions/Registrar	Destroy 1 year after officer is dropped from AF rolls. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Admission Eligibility Records	cards, board briefs, quota management documents, reports and other related selection records	at AFIT, Directorate of Admissions/Registrar	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Graduate and Professional Continuing Education (PCE)	educational credit transcripts attesting to attendance at AFIT	at AFIT, Directorate of Admissions/Registrar	Destroy after 50 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Reports and Statistical Data	registration, enrollment, statistical reports, course data, research studies, graduation policies	at AFIT, Directorate of Admissions/Registrar	Destroy when superseded, revised, or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Airman Education and Commissioning Program (AECP) Applications	individual files of requests for evaluation of educational transcripts, tests, certificates of completion of correspondence or group study courses, correspondence, medical reports and other related records pertaining to eligibility for and admission to AFIT	at AFIT, Directorate of Admissions/Registrar	Destroy 1 year after officer is dropped from AF rolls. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 475
10.00	Roster	roster of educational background of officers	at AFIT, Directorate of Admissions/Registrar	Destroy when superseded, revised, or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	College Catalogs	college/university course offerings	at AFIT, Directorate of Admissions/Registrar	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Community College of the Air Force Records	transcripts, grades, course evaluations and course completion records pertaining to accepted transfer courses as outlined by the Community College of the Air Force (including AFIT short course records)	at individual AFIT schools registrar's section	Destroy 5 years after completion of course. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214

Table 36-40

TRAINING MATERIALS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Curriculum Materials Used in Formal Training Courses -Current Courses	record sets of specialty training standards, course training standards, course syllabi, plans of instruction, course charts and comparable guidelines	for current courses, except those covered by rules 2 and 2.1	Destroy when superseded or revised. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Substantially Revised and Discontinued Courses Curriculum Materials	record sets of specialty training standards, course training standards, course syllabi, plans of instruction, course charts and comparable guidelines	at the Air War College	Retire as permanent. AUTH: NC1-AFU-83-55 See Note Number: 6, 485
2.01	Curriculum Materials Used in Formal Training Courses Substantially Revised and Discontinued Courses - Other	record sets of specialty training standards, course training standards, course syllabi, plans of instruction, course charts and comparable guidelines	for substantially revised and discontinued courses, except those covered by Rule 2	Destroy after 10 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 485
3.00	Curriculum Materials Record Sets of Training Plans	cirriculum materials record sets of training plans	technical training writing production plans, evaluation plans, and instructional materials, including lesson plans, texts, films, charts, recordings, student study guides, student workbooks, student texts, programmed instructional material (tests, tapes, film strips, slides, scripts, for live presentations, etc.), test materials, miscellaneous handouts (wiring diagrams, tables, data, etc.) and comparable data for current or discontinued courses	Destroy when revised, obsolete or on discontinuance of the related course. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.01	Record Sets of Training Plans for Possible Security Assistance Training	technical training writing production plans, evaluation plans, and instructional materials, including lesson plans, texts, films, charts, recordings, student study guides, student workbooks, student texts, programmed instructional material (tests, tapes, film strips, slides, scripts, for live presentations, etc.), test materials, miscellaneous handouts (wiring diagrams,	for possible security assistance training	Destroy 8 years after weapons system/equipment is phased out from the USAF inventory. AUTH: N1-AFU-91-34 See Note Number: 212, 213, 214, 486

		tables, data, etc.) and comparable data for current or discontinued courses		
3.02	Periodic Curriculum Histories (Formerly Rule 3.1)	what was formerly Rule 3.1	periodic curriculum histories	Destroy after 5 years. AUTH: N1-AFU-91-34 See Note Number: 212, 213, 214
4.00	Extension Course Materials	record sets of extension course directives and Resident School Text, with related background material	at HQ AU	Destroy when revised, obsolete or on discontinuance of the related course. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.01	Record Sets of Extension Course Materials	produced in support of the extension course program for ECI, including career development courses (CDCs) and other nonresident courses and supporting correspondence and background material	at MAJCOMs and subordinate units	Destroy 18 months after ECI course deactivation date. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.02	Curriculum Changes and Related Records Used to Activate	suspend, or deactivate entire courses or individual course volumes; to announce temporary suspension to courses or individual course volumes; and to issue special instructions concerning any significant change or changes in the ECI curriculum when a course is deactivated	used to activate	Hold 20 years in ECI, then destroy. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.03	Historical Data	historical data	course status, volume status, examination status, volume review exercise data cards for extension courses and career development courses used to furnish a complete record of every course, supplement, CRE, CE, and VRE processed by ECI	Hold 20 years in ECI, then destroy. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.04	Course Status Reports	course status reports	used to show the status of active and programmed courses in the curriculum	Hold 20 years in ECI, then destroy. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Job Qualification Standards (JQSs)	Job Qualification Standards (JQSs)	record sets of JQSs	Destroy when revised, obsolete, or on discontinuance of the related course. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Manuscripts or Proofs	manuscripts or proofs	drafts of proposed or revised publications, texts, or other training materials; printers galley or page proofs, and other working or control data used in creating, preparing, and publishing	Destroy when printed material is received and determined accurate, or retain for future use if camera ready. AUTH: N1-AFU-90-3

			training materials	See Note Number: 212, 213, 214
7.00	Nonrecord Sets of Training Materials Current Training	nonrecord copies of material, identified in Rules 1 through 5	used in training programs	Destroy when superseded, revised, or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Nonrecord Sets of Training Materials Discontinued Programs	nonrecord copies of material, identified in Rules 1 through 5	used in training programs	Destroy current material after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Training Aids Activity Case Files	original drawings of class room or laboratory equipment, demonstration models, building plans and laboratory equipment installations, training applications, photographs, list of prints and drawings, bill of materials, devices, parts list, engineering and technical information operations and maintenance manual	the final photograph, drawing and summary report of approved training aids	Destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Training Aids Activity Case Files Salvage or Other Final Disposal Action	original drawings of class room or laboratory equipment, demonstration models, building plans and laboratory equipment installations, training applications, photographs, list of prints and drawings, bill of materials, devices, parts list, engineering and technical information operations and maintenance manual	sent with the related equipment when it is transferred to redistribution and marketing for	Destroy 6 months after equipment is dropped from equipment authorization inventory data (EAID) records. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Training Aids Activity Case Files Duplicate Files of Drawings of Laboratory or Classroom Equipment	training aids activity case files, duplicate files of drawings of laboratory or classroom equipment	demonstration models, building plans, and laboratory equipment	Destroy when equipment is transferred to redistribution and marketing, or on discontinuance of the course, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Training Aids Activity Case Files Requests for Training Aids	training aids activity case files requests for training activities	work orders authorizing production, data on material, labor, production time and completion dates	Destroy after 3 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Mobile Training Set/Equipment Files (MTS)	MTS inventories, movement and location records, trainer specifications, proposal/training change logs, CEMO machine listings and correspondence pertaining to MTS,	at the aerospace equipment and technical services section, department of field training	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		equipment status, and equipment change		
14.00	Mobile Training Set/Equipment Files (MTS) on Discontinuance of a MTS or Portions	MTS on discontinuance of a MTS or portions	MTS inventories, movement and location records, trainer specifications, proposal/training change logs, CEMO machine listings and correspondence pertaining to MTS, equipment status and equipment change	Destroy 1 year after final disposition of related equipment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Training Systems Research and Development Materials	correspondence, EDP products and research reports from internal and other sources relating to development, operation and evaluation of training systems	at MAJCOMs and below	Destroy when superseded, obsolete or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Periodic Curriculum Histories	periodic curriculum histories prepared by directorates, departments or divisions of the Professional Military Education Resident programs	at preparing offices	Destroy after 5 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-91-34 See Note Number: 212, 213, 214

Table 36-41

USAFA ACADEMIC TRAINING

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Course Administration	forms for administration of classes, including Request for Special Classroom Requirements, Request for Course Offering Restriction, Drop/Add Authorization, Request for Resectioning, Preliminary Course Offering Information, Request for Academic Waiver, Permission to Enroll in Independent Study course and other related documents	at each department	Destroy at end of academic year or upon completed action, whichever is sooner. AUTH: NC1-461-82-17 See Note Number: 212, 213, 214
2.00	Cadet Scores	records of scores on lab reports, case studies, graded reviews, final exam, turnout exams, validation exams, midterms and graded review of courses with no final exam	at each department	Dstroy after 1 year or when no longer needed, whichever is sooner. AUTH: NC1-461-82-17 See Note Number: 212, 213, 214
3.00	Academic Requirements	themes, research papers, graded recitations, graded reviews, other graded work, lab reports and case studies, final exams, turnout and validation exams, midterm exams and graded reviews for courses in which no final exam is given	at each department	Destroy 3 months after end of semester in which administered. AUTH: NC1-461-82-17 See Note Number: 212, 213, 214, 487
4.00	Instructor's	forms for recording raw scores and	at each	Destroy after 1

	Worksheets	grades during period between submission of grades at mid or end semester	department	year or when no longer needed, whichever is sooner. AUTH: NC1-461-82-17 See Note Number: 212, 213, 214
5.00	Instructor's Worksheets at Physical Education office	forms for recording raw scores and grades during period between submission of grades at mid or end semester	at each department	Destroy after 4 academic years. AUTH: NC1-461-82-17 See Note Number: 212, 213, 214
6.00	Cadet Grades	forms for reporting cadet grades and errors in grades	at Office of the Registrar	Destroy upon completed action. AUTH: NC1-461-82-17 See Note Number: 212, 213, 214
7.00	Course Enrollment	forms showing status of course enrollments, such as Academic Program Summary, Academic Program change, Permission for Late Enrollment, attendance records and related documents	at Office of the Registrar	Destroy after 1 year, when superseded, or upon graduation, whichever is sooner. AUTH: NC1-461-82-17 See Note Number: 212, 213, 214
8.00	Course Books	course syllabus, lesson assignments, handouts, testing materials, grade statistics, midterm and final examinations	at Office of the Registrar	Destroy when no longer needed. AUTH: NC1-461-82-17 See Note Number: 212, 213, 214
9.00	Final Course Grade Sheet at Office of the Registrar	alpha and order of merit listings by course for certification as correct by all departments	at the Office of the Registrar	Destroy after 6 years. AUTH: NC1-461-85-3 See Note Number: 212, 213, 214
10.00	Final Course Grade Sheet Other Copies	alpha and order of merit listings by course for certification as correct by all departments	other copies	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: NC1-461-82-17 See Note Number: 212, 213, 214
11.00	Award of Transfer Validation Credit at Office of the Registrar	forms authorizing transfer of credit from other colleges for cadets	at the Office of the Registrar	Destroy 1 year after graduation. AUTH: NC1-461-82-17 See Note Number: 212, 213, 214
12.00	Award of Transfer Validation Credit Other Copies	forms authorizing transfer of credit from other colleges for cadets	other copies	Destroy after 3 months, or when no longer needed, whichever is sooner. AUTH: NC1-461-82-17 See Note Number:

				212, 213, 214
13.00	Academic Advisor Records	correspondence and related records such as get well plans, grades, Academic Review Committee notifications, Academic Program Summaries, counseling sessions	kept by each academic advisor	Destroy after cadet's graduation. AUTH: N1-461-92-4 See Note Number: 212, 213, 214
14.00	Academic Advisor Records Kept by Each Academic Advisor on Disenrolled Cadets	academic advisory records	kept by each academic advisor on disenrolled cadets	Destroy 6 months after cadet's disenrollment date. AUTH: N1-461-92-4 See Note Number: 212, 213, 214
15.00	Academic Progress Report	computer printout and related correspondence of cadet academic progress	at Cadet Exams and Records	Destroy after graduation, or when no longer needed, whichever is sooner. AUTH: NC1-461-82-17 See Note Number: 212, 213, 214

Table 36-42

USAFA ATHLETIC TRAINING

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Athletic Performance	test forms for grading performance in physical education and answer sheets	at physical education office	Destroy 30 days after end of academic year. AUTH: NC1-461-82-16 See Note Number: 212, 213, 214
2.00	Physical Education Performance/Counseling	records on deficient cadets: i.e., low PE grades, remedial swimmers, weight control program records, athletic probation records, Physical Education Review committee records	at Physical Education office	Destroy 1 year after graduation. AUTH: N1-AFU-88-11 See Note Number: 212, 213, 214
3.00	Intramural Season Participation	forms monitoring team member's attendance/participation	at Physical Education office	Destroy after 1 year. AUTH: NC1-461-82-16 See Note Number: 212, 213, 214
4.00	Intramural Competition	forms recording cadet's intramural participation and results	at Physical Education office	Destroy after 1 year. AUTH: NC1-461-82-16 See Note Number: 212, 213, 214
5.00	OIC Summary	forms prepared on each course and subcourse to get arithmetic means for academic year	at Physical Education office	Destroy after 1 year. AUTH: NC1-461-82-16 See Note Number: 212, 213, 214

6.00	Basketball Files	scouting reports and basketball programs of schools to be played	at Basketball Office	Destroy after 5 years or when no longer needed, whichever is sooner. AUTH: NC1-461-82-16 See Note Number: 212, 213, 214
7.00	Recruited Athletes	case files of recruited, potential athletes, unsuccessful candidates, enrolled and departed cadet athletes	at Athletic Department	Destroy 1 year after graduation or 1 year after cadet would have graduated. AUTH: NC1-461-82-16 See Note Number: 212, 213, 214
8.00	Sports Contracts	contracts with various institutions for future negotiations for football	at Directorate of Athletics	Destroy after 25 years. AUTH: NC1-461-82-16 See Note Number: 212, 213, 214
9.00	Sports Files	individual case files by sport/school used for making transportation, lodging, and other arrangements for each scheduled contest; intercollegiate athletic contest contracts (except football)	at Directorate of Athletics	Destroy after 4 years or when no longer needed, whichever is sooner. AUTH: NC1-461-82-16 See Note Number: 212, 213, 214
10.00	Home Football Game Day Operations	reports on finances, weather conditions, personnel problem areas and incidents	at Directorate of Athletics	Destroy after 10 years. AUTH: NC1-461-82-16 See Note Number: 212, 213, 214
11.00	(RESERVED)			(RESERVED)
12.00	Athletic Schedule	athletic schedules	schedules for each sport	Destroy when no longer needed. AUTH: NC1-461-82-16 See Note Number: 212, 213, 214
13.00	Sports Publicity Information	files of forms, newspaper clippings, pictures and articles on sports and cadets, coaches, and staff who participate in the athletic program and forms recording personal information on entering cadets	at Sports Information Office	Destroy when no longer needed. AUTH: NC1-461-82-16 See Note Number: 212, 213, 214
14.00	Physical Education	record of all physical education grades, physical aptitude examination, swim test score, physical fitness test, and intramural/intercollegiate participation for each cadet	at Athletic Department, Analysis Division	Destroy when superseded or no longer needed. AUTH: NC1-461-82-16 See Note Number: 212, 213, 214
15.00	Physical Fitness Test	forms recording results of cadet physical fitness tests	at Athletic Department, Analysis Division	Destroy after 4 academic years. AUTH: NC1-461-82-16 See Note Number: 212, 213, 214

16.00	Squadron Athletic Advisor's Records	correspondence and related documents	Squadron Athletic Advisor's Office	Destroy on cadet's graduation. AUTH: N1-AFU-88-11 See Note Number: 212, 213, 214
17.00	Cadet Active Weight Control	physical fitness and weight control form, notifications of underweight/overweight status, test results, graphs, counseling records and other related documents	Squadron Athletic Advisor's Office	Forward to Athletic Dept Research/Analysis Branch upon graduation. AUTH: N1-461-82-16 See Note Number: 212, 213, 214

Table 36-43

USAFA MILITARY TRAINING

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	SERE Daily Status Report	training and duty status report of daily activities	at SERE office	Destroy when no longer needed. AUTH: NC1-461-92-3 See Note Number: 212, 213, 214
2.00	SERE Grade Records	forms recording grades for survival and evasion including SERE Training Student Grade Record and Evasion Record	at SERE office	Destroy when no longer needed. AUTH: NC1-461-92-3 See Note Number: 212, 213, 214
3.00	Basic Cadet Training (BCT) Administration	forms and reports, such as Incident/Accident Report, Strength Report, Duty Status report	at BCT monitors' offices	Destroy when no longer needed. AUTH: NCI-461-82-9 See Note Number: 212, 213, 214
4.00	Summer Training Records	computer sheets, program lists, summer assignment lists, completion records of graduates	for graduated cadets	Destroy 6 years after graduation. AUTH: NC1-461-82-9 See Note Number: 212, 213, 214
5.00	(RESERVED)			(RESERVED)
6.00	Lesson/Briefing and Critique	forms for evaluating and critiquing written exercises	at Military Training Division	Destroy 1 semester after completion of course. AUTH: NC1-461-82-9 See Note Number: 212, 213, 214

Table 36-44

FLYING TRAINING RECORDS				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Tactics, Techniques and Doctrines Instruction	individual student and aircrew records, including various type aircraft on which a student is checked; statements of flying experience; recognition testing forms; cockpit (blindfold) checklists; sequence records; transition training proficiency reports, flight reports, flight record worksheets and card files on flying time, check outs, records of air sickness, progress check sheets, phase and accomplishment charts, rating scales, grade sheets for standardization flight checks, instruction check sheets, assignment sheets, requests for training flights and assignment of aircraft, examinations, and questionnaires	not regular flying records required by AFI 11-401	Destroy 3 months after completion of training phase, provided flying time data are posted on individual training and flight records. (EXCEPTION: AFROTC forms and related papers are destroyed after 2 years.) AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
1.01	Tactics, Techniques, and Doctrines Instruction AETC UNT, NBT, EWOT Training Records	individual student and aircrew records, including various type aircraft on which a student is checked; statements of flying experience; recognition testing forms; cockpit (blindfold) checklists; sequence records; transition training proficiency reports, flight reports, flight record worksheets and card files on flying time, check outs, records of air sickness, progress check sheets, phase and accomplishment charts, rating scales, grade sheets for standardization flight checks, instruction check sheets, assignment sheets, requests for training flights and assignment of aircraft, examinations, and questionnaires	AETC undergraduate navigator (UNT), bombardier (NBT) and electronic warfare officer (EWOT) training records	Destroy 1 year after completion of training, provided data are posted on individual training and flight records. AUTH: N1-AFU-92-28 See Note Number: 212, 213, 214
1.02	Tactics, Techniques and Doctrines Instruction AETC Undergraduate Pilot Training (UPT)	individual student and aircrew records, including various type aircraft on which a student is checked; statements of flying experience; recognition testing forms; cockpit (blindfold) checklists; sequence records; transition training proficiency reports, flight reports, flight record worksheets and card files on	records of pilots with direct flying or "banked" flying assignments	Destroy after 4 years; or 1 year after completion of flying training or requalification training, provided data are posted on individual training and flight records; whichever is sooner.

		flying time, check outs, records of air sickness, progress check sheets, phase and accomplishment charts, rating scales, grade sheets for standardization flight checks, instruction check sheets, assignment sheets, requests for training flights and assignment of aircraft, examinations, and questionnaires		AUTH: N1-AFU-92-28 See Note Number: 212, 213, 214
1.03	Tactics, Techniques, and Doctrines Instruction Null	logs and charts	for UPT, UNT, NBT and EWOT records	Destroy after completion of training or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Training Aids Usage	training aids usage	records reflecting individual progress and time completed in a Link trainer; Link trainer-schedules; transition checkouts; requests for assignment to training; instrument progress records; extended flight records for instrument training; instrument questionnaires; operational certificates for blind flying; schedules; activity reports mission sheets; transition flying certificates; instrument instruction sheets; and instrument trainer charts (track flown by student); not records of individual altitude chamber flights	Destroy 3 months after completion of training phase, provided required flying time is posted on individual flight records. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	SyntheticTrainer Time	evaluation	synthetic trainer time	Destroy after evaluation completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Flight Instructors Records	flight instructors records	flying training reports and records of flying instructors, including instruction logs, airplane assignment sheets, flying schedules, consolidated grade records and reports, flying training reports, training status check sheets, student dispatch sheets, instructor's time sheets for student requirements, recapitulation forms and student ratio reports	Destroy after 6 months (EXCEPTION: within AETC, destroy 6 months after the IP is placed on unrestricted IP orders). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Aircrew Instruction Records	aircrew instruction records	flying training records pertaining to simulated combat operations, briefing, and interrogation, including combined training	Destroy after 1 year, or on discontinuance of activity,

			reports (record of interception between bombers and fighters), crew flying training instructions, crew status, combat crew progress, combat training mission reports, mission survey sheets, check sheets for recording time and grades, phase check score sheets, and briefing forms	whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Aircrew Qualification Certificates and Training Information	certificates showing that an aircrew member has demonstrated satisfactory performance and knowledge of procedures, techniques, equipment, and directives which would assure safe and successful accomplishment of his/her flying duties in the assigned aircraft	retainined to assure safe and successful accomplishment of his/her flying duties in the assigned aircraft,	Ensure flight training folder/forms pertaining to previously and currently assigned aircraft are given to individual concerned, or maintained as directed by the MAJCOM, when an individual's aircraft assignment is changed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Radar and Bomb Scoring Simulator Frequency Bands at Office of Origin	radar and bomb scoring simulator frequency bands	at office of origin	Destroy 6 months after obsolete or superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Radar and Bomb Scoring Simulator Frequency Bands at Other than Office of Origin	radar and bomb scoring simulator requency bands	at other than office of origin	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Reserve Flight Training	training	reserve flight training	Disposition Pending... AUTH: Unscheduled See Note Number: 212, 213, 214
10.00	Flying Training Reports	flying training reports	reports of aircraft accidents (in training), reports on transition training, formation, navigation, time lost, reports of entering classes and graduation classes	Destroy after 1 year, or on discontinuance of activity, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212,

				213, 214
11.00	Qualification Answer Sheets and Written Exams Completed Answer Sheets	qualification/instrument exams	at Standardization/Evaluation Office	Destroy after exam scores are entered in aircrew qualification record and certified. AUTH: N1-AFU-91-43 See Note Number: 212, 213, 214
11.01	Qualification Answer Sheets and Written Exams	open/closed book exams and instrument exams	at Standardization/Evaluation Office	Destroy when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-91-43 See Note Number: 212, 213, 214
12.00	Training Progress	AETC Forms 240 (flying training) and flight training progress records not covered in rules 1-11 of this table	used to document flight training progress	Destroy 10 years after individual completes or discontinues a training course. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 36-45

USAFA FLYING TRAINING

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Manifest and Master Jump	forms for scheduling and verifying jump records	at Airmanship Division	Destroy after 25 years. AUTH: NC1-461-82-4 See Note Number: 212, 213, 214
2.00	Individual Jump Record	case file of each individual's parachute jumps including the advanced parachuting record	at Airmanship Division	Upon disenrollment or graduation, give to individual. AUTH: NC1-461-82-4 See Note Number: 212, 213, 214
3.00	Parachute Maintenance	records pertaining to maintenance and reliability of parachutes and parachute related equipment	at Airmanship Division	Destroy after 3 years, when no longer needed, when superseded, whichever is sooner. AUTH: NC1-461-82-4 See Note Number: 212, 213, 214
4.00	Parachuting Daily Operations	report for maintaining record of daily parachute operations	at Airmanship Division	Destroy after 1 year. AUTH: NC1-461-82-4 See Note Number: 212, 213, 214
5.00	Jump Certification	forms gathering parachute jump data from parachutists for certification	at Airmanship Division	Destroy on graduation or elimination of the student from training.

				AUTH: NC1-461-82-4 See Note Number: 212, 213, 214
6.00	Parachute Log	forms for parachute repacking	with parachute	Destroy after life of parachute. AUTH: NC1-461-82-4 See Note Number: 212, 213, 214
7.00	Airmanship Courses	forms, student progress and related documents for recording training in airmanship courses	at Airmanship Division	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: NC1-461-82-4 See Note Number: 212, 213, 214
8.00	(RESERVED)			(RESERVED)
9.00	(RESERVED)			(RESERVED)
10.00	Aircraft Flight Status and Time	forms reporting sorties in airmanship courses, USAFA Form 0-588	at Airmanship Division	Destroy after 25 years. AUTH: NC1-461-82-4 See Note Number: 1, 212, 213, 214
11.00	Airmanship Activities	forms summarizing the previous days activities	at Airmanship Division	Destroy after 1 year. AUTH: NC1-461-82-4 See Note Number: 212, 213, 214
12.00	Flight Records	forms recording cadets flight missions and graded reviews in Aviation courses	at 50th Airmanship Training Squadron (50ATS)	Destroy 30 days after end of semester. AUTH: NC1-461-82-4 See Note Number: 212, 213, 214
13.00	Aviation Courses	forms grading cadet's flight missions, performance and record results of training flight missions	at 50th Airmanship Training Squadron (50ATS)	Destroy 30 days after end of semester. AUTH: NC1-461-82-4 See Note Number: 212, 213, 214
14.00	Flight Requests and Authorizations	forms requesting and logging flights (cadet)	at Aero Club	Destroy after 3 months, or when no longer needed, whichever is sooner. AUTH: NC1-461-82-4 See Note Number: 212, 213, 214
15.00	Life Support Training	forms and related documents recording life support training, both initial and recurring, servicing A/C oxygen, altitude chamber, 30-day wave, etc.	at Life Support Division	Destroy upon graduation/disenrollment, whichever is sooner. AUTH: NC1-461-82-4 See Note Number: 212, 213, 214

Table 36-46

USAFA APPLICANT/CANDIDATE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Candidate Folder	correspondence and forms pertaining to each individual seeking appointment to the USAFA, such as Change of Address, For Action Memo, Additional Source Letter, Nomination Acknowledgment Letter, Missing Data and Documents, USAFA Candidate Fitness Test Score, Nomination/Application for USAFA, Withdrawal Card, Applicant Questionnaire, high school/college/ prep transcript,	appointed	Forward to Cadet Exams and Records for inclusion in Master Cadet Personnel Record. AUTH: NC1-461-82-12

		acceptance/declination forms		See Note Number: 214
1.01	Candidate Folder Personal Data Record	candidate activity record, USAFA candidate evaluation, admission panel review sheet, candidate writing sample	appointed	Forward to the Directorate of Institutional Research for disposition IAW Table 38-6. AUTH: NC1-461-82-12
1.02	Candidate Folder Drug and Alcohol Abuse Certificate	candidate older drug and alcohol abuse certificate	appointed	Dorward to Directorate of Cadet Personnel for retention in CPR-1. AUTH: NC1-461-82-12 See Note Number: 212, 213, 214
2.00	Candidate Folder Not Appointed	USAFA candidate evaluation, high school/college/prep transcript, ACT/SAT scores, retirement orders, death certificates, letter of recommendation, nominee card, etc.	not appointed	Destroy after 1 year. AUTH: N1-AFU-88-10 See Note Number: 214, 489
2.01	Individual Candidate Folder	correspondence and forms pertaining to each individual seeking appointment to USAFA not included in Rule 2		destroy after each admission cycle. AUTH: N1-AFU-88-10 See Note Number: 212, 213, 214
3.00	Admissions Administration	administrative records such as Applicant Cards, Applicant Questionnaires	on persons not yet candidates, etc.	Destroy after admissions cycle. AUTH: NC1-461-82-12 See Note Number: 212, 213, 214
4.00	Candidate for USAF Academy	nominee cards and nomination forms	for contacting prospective candidates	Destroy after 1 year. AUTH: NC1-461-82-12 See Note Number: 212, 213, 214
5.00	Report of Candidate Status (Congressional)	report of candidate status (congressional)	forms provided members of Congress on final status of their nominations	Destroy when no longer needed. AUTH: NC1-461-82-12 See Note Number: 212, 213, 214, 490

Table 36-47

APPLICATIONS FOR EDUCATIONAL PROGRAMS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Applications for Officer Training School (OTS), Airmen Education and Commissioning Program (AECP), Flying Training	records reflecting eligibility, suitability, physical and mental qualifications, status of application, selection, nonselection, interview board results, acceptance, declination or disqualification and related records reflecting actions taken by examining and selecting activity	for qualified applicants who enter training	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	OTS and AECP Applicants Who Failed to Complete Processing	OTS and AECP applicants who failed to complete processing	records reflecting eligibility, suitability, physical and mental qualifications, status of application, selection, nonselection, interview board results, acceptance, declination or disqualification, and related records reflecting actions taken by examining and selecting activity	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	OTS and AECP Applicants Examination Answer Sheets	answer sheets	OTS and AECP applicants examination answer sheets	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	AFIT Form 0-22, Routine Control Cards	AFIT Form 0-22, Routine Control Cards	records reflecting declination or elimination from school or OTS	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Report of Physical Aptitude Exam (PAE) Testing	forms used by examining center to transmit results of the PAE for USAFA applicants	at examining centers	Destroy after admissions cycle (1 July). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Applications for Intelligence Education Programs	records reflecting eligibility, suitability, status of application, selection, non-selection, board results, career briefs, actions taken by selecting activity and related records	at HQ USAF/INFP, MAJCOM functional managers and supervisors	Destroy 2 years after selection board action, or when no longer needed, whichever is later. AUTH: N1-AFU-89-24 See Note Number: 212, 213, 214

Table 36-48

COMMUNITY COLLEGE OF THE AIR FORCE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Description of Courses	description of courses	course charts, plans of instruction, and similar records of courses conducted by AF and other military service schools	Destroy when superseded, obsolete, or when no longer needed. AUTH: N1-AFU-98-1. See Note Number: 212, 213, 214
2.00	Student Enrollment in CCAF Associate Degree Programs	student enrollment in CCAF Associate Degree Programs	copies of examination reports and training certificates	Destroy after data has been entered on degree program progress report. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Students Retired or Separated from Active Duty Not Joining the ANG or Active Reserve	students retired or separated from active duty not joining the ANG or active reserve	registration application forms, official transcripts, and correspondence	Destroy 4 months after student retires or separates. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.01	Students Who Have Not Communicated with CCAF for 3 Years	students who have not communicated with CCAF for 3 years	registration application forms, official transcripts, and correspondence	Destroy 3 years after latest communication from the student. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.02	Students Who Have Completed Program Requirements	students who have completed program requirements	registration application forms, official transcripts and correspondence	Destroy 1 calendar year after graduation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 491
4.00	Accreditation of AF Schools or Courses	self-study reports, reports submitted to accrediting associations, correspondence to and from accrediting association officials and related records	at CCAF administrative center	Destroy after 50 years. AUTH: N1-AFU-90-3 See Note Number: 80, 212, 213, 214
5.00	Student Collegiate Academic Records	course completions, dates and transfer credit.	maintained in the Student Transcript Administration and Records System (STARS)	Maintain permanently in STARS. N1-AFU-90-3 See Note Number: 80, 212, 213, 214
6.00	Articulation Agreements	articulation agreements	formal agreements or other memoranda of understandings with civilian institutions for recognition of CCAF students and graduates	Destroy after 1 year, or when superseded, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

7.00	Degree Program	degree program	completed degree program progress report and relevant approving records	Destroy after 50 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Associate in Applied Science Degree Program Development	program, program philosophies, program rationale, program objectives, specialty training standards, program recapitulation sheets, list of preferred electives, matrix of program objectives-preferred electives and other support documentation	academic program department	Destroy 2 years after program becomes inactive. AUTH: N1-AFU-98-1. See Note Number: 212, 213, 214

Table 36-49

USAFA PREPARATORY SCHOOL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Student Record Card	data on each student	at Preparatory School	Destroy after 30 years. AUTH: NC1-461-82-13 See Note Number: 1, 212, 213, 214
2.00	Prep School Administration	forms and other records for administration of the Prep School such as Student Enrollment Questionnaire, Military Training Evaluation Worksheet, Instructor's Comments, Instructors Grade Sheet, Physical Fitness Program, Report of Offense, Medical Status Report, Sign In/Out Registers, Flight Evaluation, Individual Record of Offenses	at Preparatory School	Destroy at the end of academic year, or when no longer needed, whichever is sooner. AUTH: NC1-461-82-13 See Note Number: 212, 213, 214
3.00	Preparatory School Folder	correspondence and forms documenting student's academic history and related activities while at the Prep School	at Preparatory School	Disposition pending... AUTH: Unscheduled See Note Number: 212, 213, 214
4.00	Regular Airmen Records at Preparatory School on Disenrolled Students	regular airmen records at preparatory school on disenrolled students	Training Records (AF Forms 623, 991), Weight Management Records (AF Form 379), Safety records (AF Form 1285), Small Arms training (AF Form 1360), Motor Vehicle Operator Qualifications and Record of Licensing, Examination and Performance and other related data pertaining to regular airmen attending the prep school	Return the records to the individual for hand carry to next permanent duty station. AUTH: N1-461-82-13 See Note Number: 212, 213, 214

5.00	Regular Airmen Records at Preparatory School on Graduates	regular airmen records at preparatory school on graduates	Training records (AF Forms 623, 991), Weight Management Records (AF Form 379), Safety records (AF Form 1285), Small Arms training (AF Form 1360), Motor Vehicle Operator Qualifications and Record of Licensing, Examination and Performance and other related data pertaining to regular airmen attending the prep school	Forward records to Cadet Personnel office for appropriate disposition. AUTH: N1-461-82-13 See Note Number: 212, 213, 214

Table 36-50

EDUCATION SERVICES PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Individual's Educational Level and Progress	forms, supporting records for entries of completed courses of study, transcripts or photostatic copies of high school and college credits, and unofficial copies of DANTES and other test reports which are a chronicle of educational level and progress	used to input high school and colledge credits into the system, or reflect academic acheivement	Destroy two years after calendar year of input into the Individual Record Education Services Program. AUTH: N1-AFU-90-3
2.00	Requests for Tuition Assistance	forms and other records with appropriate school contract invoices	at base education offices	Destroy 3 years from final payment of invoice with destruction after close of FY. AUTH: N1-AFU-93-2 See Note Number: 212, 213, 214
2.01	Reimbursements, Failures, Incompletes, Waivers, Failures or Withdrawals	forms and other records with appropriate school contract invoices	at base education offices	Destroy 3 years from final payment of invoice with destruction after close of FY. AUTH: N1-AFU-93-2. See Note Number: 212, 213, 214
3.00	Records Supporting Consolidating Grade Sheets	forms and other records with appropriate school contract invoices	at base education offices	Destroy 3 years from final payment of invoice with destruction after close of FY. AUTH: N1-AFU-93-2. See Note Number: 212, 213, 214
4.00	Cases of Noncompliance or Failure	data on payment after tuition has been paid to institution or waiver of reimbursement or payment of AF has occurred or final grade has been recorded	in individual Record Education Services Program form, whichever is applicable	Destroy 3 years from final payment of invoice with destruction after close of FY. AUTH: N1-AFU-90-3. See Note Number: 212, 213, 214

5.00	DANTES	applications for tests, testing activity and inventory reports and similar forms	informational copies of forms supportive of DANTES activities	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Education Services Program Report	forms and supporting records	at HQ USAF/MAJCOMs or base education offices	Destroy after 5 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Memorandum of Understanding	agreements and changes thereto	at MAJCOMs or base education offices	Destroy 2 years after termination or cancellation of institutional program. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Education Records Not Covered Above	applications and related records prescribed by AFI 36-2306, the Education Services Program, such as Bootstrap applications	not required to be filed in the personnel record groups per AFI 36-2608	Destroy when no longer needed. If payment has been issued by the AF, records must be kept 3 years from final payment of invoice with destruction after close of FY. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 37-1

ADMINISTRATIVE SYSTEMS MANAGEMENT

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Administrative Systems Studies at HQ USAF and MAJCOM Approving Authorities	approved administrative systems study proposals	at HQ USAF and MAJCOM approving authorities	Destroy 1 year after system terminated or when no longer needed for reference, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Administrative Systems Studies at Other Activities	approved administrative systems study proposals	at other activities	Destroy when system is terminated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Administrative Systems Studies Disapproved Proposals	administrative systems studies	disapproved proposals	Destroy 1 year after disapproval. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Administrative Systems Studies Data Collection	administrative systems studies data collection material	such as typing logs, time studies, interviews, questionnaires, computer printouts and related	Destroy 3 months after approval/disapproval of proposal or when no longer needed,

	Material		records	whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Information Management Workload Reports, Computer Graphs and Reports	statistical information pertaining to trend analysis, man-hours/manpower earned and workloads for IM Functional Account Codes (FAC) 11XX, consolidated by base Plans and Programs function (IMX), local Management Engineering Team (MET) and MAJCOM/IM (computer generated product and AF Form 1)	at MAJCOM/IMX, base IMX and MET	Destroy when records are 3 years old or when all management actions are completed, whichever is later. AUTH: N1-AFU-89-28 See Note Number: 212, 213, 214
6.00	Source Documents Other Than Those Described In Rule 5	source documents (i.e., forms from which data is extracted, working papers, etc.)	at MAJCOM/IMX, base IMX, MET or functional units	Destroy after 1 year. AUTH: N1-AFU-89-28 See Note Number: 212, 213, 214
7.00	Reports Control Files	reports contrl files	case files maintained for each Air Force report created or proposed, including public use reports, consisting of clearance forms, including SF 83, RCS reports, including AF Form 130, and Interagency reports; pertinent forms or descriptions of format; authorizing directives; preparation instructions; and records relating to the evaluation, continuation, revision, and discontinuance of reporting requirements	Destroy 2 years after the report is discontinued. AUTH: GRS16,ITEM6 See Note Number: 212, 213, 214
8.00	Information Collection Budget Files	information collection budget files	reports required by the OMB under the Paperwork Reduction Act of the number of hours the public spends fulfilling Air Force reporting requirements, including associated feeder reports, reports exhibits, correspondence, directives and statistical compilations	Destroy after 7 years. AUTH: GRS16,ITEM12 See Note Number: 212, 213, 214
9.00	Feasibility studies	feasibility studies	studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost/benefit analysis of the improved	Destroy 5 years after completion or cancellation of the study. AUTH: GRS16,ITEM9 See Note Number: 212, 213, 214

			efficiency and effectiveness to be expected from the proposed system	
10.00	Studies, Analyses and Summaries	formal management analyses, studies and summaries that measure and evaluate Air Force performance in carrying out its substantive mission responsibilities (methods of analyzing management in terms of principal missions or organizational objectives; developing standard to evaluate performance; providing planning factors; isolating problem areas to facilitate command decisions; insuring economical use of AF resources) but excluding management analyses, studies and summaries covered elsewhere in this regulation, such as office management studies and feasibility studies for information management technology and equipment	accumulated at functional staff offices having primary responsibility for managing the program or system	Retire as permanent (transfer to National Archives when 25 years old.) AUTH: NC1-AFU-80-50

Table 37-2

ADMINISTRATION OF POSTAL ACCOUNTS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Money Orders	PS Form (PS) 6019, Military Post Office (MPO) Report of Money Order Business, and supporting records	at postal activities	Destroy after 2 years (EXCEPTION: destroy verification copy after verification or completion of corrective action). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Records of Money Order Forms and Fund Transactions	(DD Form (DD) 885, Money Order Control Record; PS 6990, Invoice Money Order Form; PS Form 17, Stamp Requisition used to requisition money orders	at postal activities	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Stamp Stock	PS 17, Stamp Requisition	custodian of postal effects' (COPE) copies at postal activities	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

4.00	Window Clerk's Copies at Postal Activities	PS 17, Stamp Requisition	window clerk's copyies at postal activities	Destroy upon completion of next audit. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.01	Commercial Mail Stamps Official Mail Activities	commercial mail stamps	official mail activities	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Commercial Mail Stamps at Postal Activities	PS 3295, Daily Record of Stamps, Stamped Paper and Nonpostal Stamps Issued and Received; PS 3958, Main Stock Transaction Record	at postal activities	Destroy 1 year after completion of form. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	PS 3220, Claim for Stamped Envelope Discount	PS 3220	claims for stamped envelope discount	Destroy when credit is received from source of supply. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Unit Stamp and Money Order Purchases	DD 1118, Unit Mail Clerk's Receipts for Funds and Purchase Record	at unit mail room	Destroy 90 days after transaction completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Official Postage Meter Licenses at Offices Using Official Postage Meters	PS Form 3601-A, License to Use Postage Meters	at offices using official postage meters	Forward terminated license to US Postal Service (USPS). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.01	Official Postage Meter Licenses Monitoring Copy at Postal Activities	copies of PS Form 3601-A, License to Use Postage Meter, maintained for monitoring purposes	at postal activities	Destroy when postage meters are terminated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	(RESERVED)			(RESERVED)
10.00	Duty and Travel Restrictions Reminder Letters	reminder letters	duty and travel resrtictions reminder letters	Unscheduled AUTH: DISPOSITION PENDING See Note Number: 212, 213, 214
11.00	Postal Meter Operation (Not Covered in Rule 14)	PS 3602-A, Daily Record of Meter Register Readings; PS 3603, Receipt for Postage Meter Settings; PS 3604, Nonuse of Mailing Permit/Meter License; PS 3610, Record of Postage Meter Settings; PS 3533, Application and	at postal activities and offices using official postage meters	Destroy 2 years after date of final entry. AUTH: N1-AFU-90-3 See Note Number:

		Voucher for Refund of Postage and Fees PS 3633-G, Daily Activity Recap for Official Mail; PS 3635-G, Postage and Fee Adjustment for Official Mail		212, 213, 214
12.00	Permit Imprint Mailing Statements	PS 3602, Statement of Mailing With Permit Imprints; PS 3602-PC, Statement of Mailing Bulk Rates; PS 3605, Statement of Mailing Bulk Zone Rate	at official mail activities	Destroy 1 year after date of mailing. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Daily Financial Report	PS 1412-B, Daily Financial Report and supporting records	at postal activities	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Postage Expenditure Reports	AF Form 3536, Quarterly Air Force Postal Expenditure Report	at official mail activities, MAJCOM/FOA/DRU and HQ USAF/SC	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Audits at COPE at Postal Activities	audit summary--DD 2259, Report of Audit of Postal Accounts	at COPE at postal activities	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Audits at Window Clerk at Postal Activities	Audit summary--DD 2259, Report of Audit of Postal Accounts	at window clerk at postal activities	Destroy upon completion of next audit. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Audits at Postal Activities	audit record--PS 3368, Stamp Credit Examination Record	at postal activities	Destroy 1 year after account is withdrawn. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Fixed Credit Receipts	PS 3369, Stamp Credit Receipt	fixed credit receipts	Destroy when superseded or upon reassignment of individual, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Financial Adjustment Memorandum (FAM) at Postal Activities	PS Form 1908, letters or memos used to identify/correct postage meter, money order, or stamp stock financial accounts/transactions	at postal activities	Destroy after 2 years. AUTH: N1-AFU-88-36 See Note Number: 212, 213, 214
20.00	Financial Adjustment	PS Form 1908, letters or memos used to identify/correct postage meter, money	at monitoring activities	Destroy after 1 year.

	Memorandum (FAM) at Monitoring Activities	order, or stamp stock financial accounts/transactions		AUTH: N1-AFU-88-36 See Note Number: 212, 213, 214
21.00	PS Form 1098	PS Form 1098	letters for dishonored personal checks and other supporting records	Destroy 3 months after resolution. AUTH: N1-AFU-88-36 See Note Number: 212, 213, 214

Table 37-3

MAIL ACCEPTANCE AND DELIVERY

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Appointment of Unit Mail Clerk or Mail Orderly	DD 285, Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly	at postal activities, unit mail rooms and official mail activities	Destroy 2 years after cancellation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	DD 2260, Unit Mail Clerk/Orderly Designation Log	DD 2260, Unit Mail Clerk/Orderly Designation Log	at postal activities, unit mail rooms and official mail activities	Destroy 2 years after last entry on log has been revoked. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Dispatch and Delivery Receipts on Accountable Mail	PS 3800, Receipt for Certified Mail; PS 3806, Receipt for Registered Mail; PS 3849A, Delivery Notice or Receipt; PS 3849B, Delivery Reminder or Receipt; PS 3850, Record of Delivery; Registered, Numbered Insured, Certified and COD Mail; PS 3854, Manifold Registry Dispatch Book; PS 3877, Firm Mailing Book for Registered, Insured, COD, Certified and Express Mail; PS 3883, Firm Delivery Book-Registered, Certified and Numbered Insured Mail; DD 1384, Transportation Control and Movement Document	at postal activities, unit mail rooms and official mail activities	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 492
4.00	Mail Call or Hours of Collection Notices	DD 1115, Mailroom; USPS Label 55, Mail Collection Times	at postal activities, unit mail rooms and official mail activities	Destroy when new forms are posted. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Postal Directory	directory cards on persons assigned Postal Service Center (PSC) postal receptacles or authorized to receive mail through general delivery	at postal activities, unit mail rooms and official mail activities	Destroy 1 year after permanently assigned personnel depart, or 3 months after transient personnel depart. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.01	Postal Directory Customers' Copies	directory cards on persons assigned Postal Service Center (PSC) postal receptacles or authorized to receive mail through general delivery	postal diectory customers' copies	If not covered elsewhere in this regulation, destroy 2 years after forms listed thereon have been

				issued or otherwise accounted for. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Mail Seizure Reports	records pertaining to the seizure of mail	at postal activities	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Mail Covers	records, including reports, resulting from mail covers	at investigative agency	Destroy after 8 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.01	Mail Covers at Postal Activities	approval/request letters from investigative agency	at postal activities	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Change of Address	new mailing address information	at PSCs	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Mail Change Notice	DD 2258, Temporary Mail Disposition Instructions	at PSCs	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Issuing Postal Receptacles	DD 2262, Receptacle Record	at PSCs or unit mail rooms	Destroy after recording first entry on a new form, indicating box reissued. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Status of PSC Customers	notifications to units	at PSCs	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Standing Delivery Order	PS 3801, Standing Delivery Order	at PSCs	Destroy 2 years after cancellation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Recall of Mail	PS 1509, Senders Application for Recall of Mail	at postal activities	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Accountable Container Receipts	receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution and in pouches or other consolidated mailings	at postal activities, originating offices and official mail activities	Destroy after 2 years when used as a receipt by the Base Information Transfer System, APOs, distribution office or other messenger. (EXCEPTION: destroy suspense copy of receipt after return of signed receipt). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Accountable	accountable container receipts unsigned	at postal	Destroy after 90 days

	Container Receipts Unsigned Duplicate Copies Used for Tracer and Control Purposes	duplicate copies used for tracer and control purposes	activities, originating offices and official mail activities	or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Application for Registration or Certification of Official Mail	AF Form 627 or PS Form 3877 used to obtain a receipt for sealed accountable containers being dispatched via registered mail	at originating offices and official mail activities	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Accountable Containers Dispatched via other than Registered Mail	AF Form 627 or PS Form 3877 used to obtain a receipt for sealed	at originating offices and official mail activities	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	AF Form 627 Used in Place of an Accountable Container Receipt	AF Form 627 used in place of an accountable container receipt	at originating offices and official mail activities	Destroy on return of signed document receipt. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Weapons System Pouch (WSP) Service at MAJCOMs	correspondence, including letters of authority, to establish and discontinue WSP service	at MAJCOMs	Destroy 1 year after termination of the WSP service. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Weapons System Pouch (WSP) Service at Requesting Activities	correspondence, including letters of authority, to establish and discontinue WSP service	at requesting activities	Destroy 3 months after cancellation of the WSP service, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Postal Analyses and Summaries	analysis/summary records from Transit Time Information System for Military Mail, Postal Activity Reporting System and Postal Net Alerts and Container Receipt Summaries	at postal activities	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 37-4

MAIL MOVEMENT

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Receipt and Dispatch of Mail for Registered Mail	receipt and dispatch of mail for registered mail	mail manifests (PS Form 2900, US Military Mail by US Commercial Air Carriers Dispatch Record; Alaskan Air Mail Dispatch Record, PS 2942-A, AV-7 Delivery List; PS 3830-A, Registry Dispatch Record; DD 1384, Transportation Control and Movement Document; DD 1385, Cargo Manifest; Transportation Control Number log forms; Government Bills of Lading; DD 878, Military Mail Dispatched	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

2.00	Receipt and Dispatch of Mail for Nonregistered Mail	receipt and dispatch of mail for nonregistered mail	mail manifests (PS Form 2900, US Military Mail by US Commercial Air Carriers Dispatch Record; Alaskan Air Mail Dispatch Record, PS 2942-A, AV-7 Delivery List; PS 3830-A, Registry Dispatch Record; DD 1384, Transportation Control and Movement Document; DD 1385, Cargo Manifest; Transportation Control Number log forms; Government Bills of Lading; DD 878, Military Mail Dispatched	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	DD 1372, Mail Manifest	DD 1372, Mail Manifest	at postal activities	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	DD 2277, Transit Time Information System for Military Mail Daily Worksheet	DD 2277, Transit Time Information System for Military Mail Daily Worksheet	at postal activities	Destroy 60 days after message report is submitted. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Small-Parcel Shipment Billing or Shipping Records	records generated by small-parcel shipping companies	at postal activities	Destroy after 1 year or as specified in contract, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.01	Material Sent as part of the Foreign Military Sales/Security Assistance Program	which may be needed to answer a Report of Item Discrepancy	at postal activities	Destroy 2 years after shipping/billing date or as specified in delivery service contract, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Irregular Makeup and Dispatch of Mail at Cited Postal Activities	DD 2273, Irregularities in Makeup and Dispatch of Mail	at cited postal activities	Destroy 6 months after remedial action is completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.01	Irregular Makeup and Dispatch of Mail at Other Than Cited Postal Activities	DD 2273, Irregularities in Makeup and Dispatch of Mail	at other than cited postal activities	Destroy after 6 months. AUTH: N1-AFU-90-3
7.00	Irregular Handling of Mail at MAJCOM Postal Squadrons	PS 2759, Report of Irregular Handling of Mail	at MAJCOM Postal Squadrons	Destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Irregular Handling of Mail at Originating Stations	PS 2759, Report of Irregular Handling of Mail	at originating stations	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Incoming Command Pouch	log used to record pouch number	at receiving station	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number:

				212, 213, 214

Table 37-5

POSTAL ADMINISTRATION RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Board of Officers Proceedings and Reports of Survey	records on circumstances on loss, damage, unserviceability, or destruction of USPS funds or property or accountable mail and determining pecuniary or other responsibility	at field activities	Destroy 1 year after final disposition or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Postal Offense Case Files at MAJCOM Postal Squadrons	postal offense reports, investigative (OSI) reports and related reports on investigation of offenses against the postal service under AF jurisdiction	at MAJCOM postal squadrons	Destroy 2 years after case is closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Postal Offense Case Files at Field Activities	postal offense reports, investigative (OSI) reports and related reports on investigation of offenses against the postal service under AF jurisdiction	at field activities	Destroy 3 months after case is closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Utilization of APO Facilities Approved/Disapproved	requests from persons or organizations, other than those authorized by DOD 4525.6-M, DOD Postal Manual, December 1989, to use the Military Postal Service (MPS)	approved/disapproved	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Utilization of APO Facilities Suspensions	utilization of APO facilities suspensions	withdrawals of use of APO privileges from individuals/organizations	Destroy 3 months after suspension is withdrawn, or on reassignment or separation of individual. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Utilization of APO	utilization of APO facilities	withdrawals of use of APO	Destroy 1 year

	Facilities Revocations	revocations	privileges from individuals/organizations	after privileges are reinstated or 1 year after reassignment or separation of individual. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Utilization of APO Facilities Limitations	utilization of APO facilities limitations	withdrawals of use of APO privileges from individuals/organizations	Destroy 3 months after limitation is withdrawn or on reassignment or separation of individual. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Claims Paid by USPS and UPS	claims forms: PS 542, Inquiry About Registered Article or an Insured Parcel or an Ordinary Parcel; PS 565, Registered Mail Application for Indemnity/Inquiry; PS 673, Report of Rifled Parcel; PS 1510, Mail Nondelivery Report; PS 2855, Claim for Indemnity-International Registered and Insured Mail; PS 3760, Wrapper Found Without Contents; PS 3812, Request for Payment of Domestic Postal Insurance/Claim Identification; PS 3831, Post Office Record of Claim; PS 3841, Post Office Record of Claim	claims paid by USPS and UPS	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Complaints and Inquiries	complaints and inquiries	customer comments: PS 4314-C, Customer Service Card; PS 4314-P, Customer Service Card	Destroy 1 year after case closed or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Unit Mail Service Inspection	checklists	unit mail service inspection	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Tracers	tracers	processing records: PS 3830-A, Registry Dispatch Record; PS 3854,	Destroy after 2 years. AUTH: N1-

			Registered Mail Dispatch Bill	AFU-90-3 See Note Number: 212, 213, 214
12.00	Designation/Termination of Postal Clerks	designation/termination of postal clerks	DD 2257, Designation/Termination MPC-FPC-COPE-PFO	Destroy 2 years after termination. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Registry Balance and Inventory	DD 2261, Registered Mail-Balance and Inventory	registry balance and inventory	At postal activities destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	(RESERVED)			(RESERVED)
15.00	Postal Operations Proficiency Training	Master Job Qualification Standard (JQS)	at MAJCOM postal squadrons and postal activities	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Postal Bulletins	postal bulletins	at postal activities	Destroy after 6 months and/or after bulletin matter entered in a USPS publication. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Distribution and Location Listings	mail distribution scheme, MPO location lists and related records	distribution and location listings	Destroy on receipt of a later revision, or on inactivation of using activity, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Inventories of Postal Supplies and USPS Equipment	PS 1586, Supply Record; PS 1590, Supplies and Equipment Receipt	at postal activities	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Requisitions for USPS Equipment, Supplies, Publications, Coded Tags and Labels	PS 1567, Requisition for Rubber and Steel Stamps Only; PS 1578-B, Requisition for Non-Standard Facing Slips	at postal activities	Destroy after requisition is filled or when no longer

		and Labels; PS 1957-C, Request for Military Tags and Labels; PS 1957-D Request for Tags and Labels; PS 4686-A Shipping Order; PS 4984, Repair Parts Requisition; PS 7380, Supply Center Requisition; PS 7381, Requisition for Supplies, Services or Equipment		needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Repairs to Postal Equipment	equipment history-PS 4805, Work Record Sheet	at postal activities	Transfer with unserviceable equipment to the accountable USPS postmaster. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 37-6

PUBLICATIONS AND FORMS REQUIREMENTS AND DISTRIBUTION

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Publications/Forms Requisitions and Requirements	forms, other records and related correspondence used to requisition or establish requirements for publications/forms	at customer	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Publications and Nonaccountable Forms Distribution Status	publications and nonaccountable forms distribution status	stock record cards, re-order markers, inventory control records, distribution record cards and similar control media	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Accountable Forms Distribution Status	forms	accountable forms distribution status	Destroy 2 years after removal from active file. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 494
4.00	Accountable Forms Accountability	receipts, destruction certificates and related correspondence showing the issue, receipt or destruction of blank accountable forms	suspense copies of receipts	Destroy when signed receipt is received. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 493
5.00	Signed Receipt and Destruction	signed receipt and destruction certificates	receipts, destruction certificates and related	Destroy 2 years after last serially

	Certificates		correspondence showing the issue, receipt or destruction of blank accountable forms	numbered form in series has been issued or destroyed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 494
6.00	Product Announcements at Issuing Activities	bulletins issued to tell PSOs and their customers the status of publications and forms	at issuing activities	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Publications Bulletins and Product Announcements	bulletins issued to tell PSOs and their customers the status of publications and forms	accumulated by customers	Destroy when no longer needed or after 1 year, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Request for and Record of Customer Account (AF Form 1846)	appointment of organizational account representative	at AFPDC	Destroy 1 years after account is assigned. AUTH: N1-AFU-90-11 See Note Number: 212, 213, 214
9.00	(RESERVED)			(RESERVED)

Table 37-7

PUBLICATIONS MANAGEMENT

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Directives, Instructions, Manuals, Supplements, Staff Digests, Pamphlets, Visual Aids (VA), Periodicals	record set of each publication which have AF-wide or MAJCOM applicability	at HQ USAF/MAJCOMs/major subordinate commands	Retire as permanent. AUTH: NC1-AFU-77-41 See Note Number: 7, 86, 495, 498
2.00	Directives, Instructions, Manuals, Supplements, Staff Digests, Pamphlets, VAs, Periodicals Below Major Subordiate Commands	record set of each publication which have AF-wide or MAJCOM applicability	below major subordinate commands which	Retire as permanent. AUTH: NC1-AFU-77-41 See Note Number: 7, 86, 499, 500
3.00	Directives, Instructions, Manuals, Supplements, Staff Digests, Pamphlets,	record sets of publications, manuals, staff digests and supplements	major subordinate commands and below	Destroy 7 years after superseded or obsolete. AUTH: N1-AFU-90-3

	VAs, Periodicals Do Not Have AF-wide or MAJ			See Note Number: 86, 212, 213, 214
4.00	Recurring and One-Time Pamphlets	handbooks, booklets or brochures containing informative and instructional (rather than directive) material	pamphlets that do not have AF-wide or MAJCOM applicability	Destroy when rescinded, superseded or obsolete, or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 497
5.00	Visual Aids	charts, posters or other graphic illustrations issued for either permanent or temporary display on walls, bulletin boards, etc	visual aids that do not have AF-wide or MAJCOM applicability	Destroy when rescinded, superseded or obsolete, or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 497
6.00	Headquarters Operating Instructions (HOIs) at HQ USAF OPRs	record set of each publication	as prescribed in AFI 33-360V1	Retire as permanent. AUTH: NC1-AFU-77-41 See Note Number: 7, 86, 496
6.01	Headquarters Operating Instructions (HOIs) Applies to the Entire Headquarters	record set of each publication as prescribed in AFI 33-360V1	at MAJCOMs and major subordinate commands,	Destroy 2 years after superseded, rescinded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 497
7.00	Operating Instructions (OIs)	record copies and background material, if any, retained by offices of primary responsibility	at HQ USAF/MAJCOMs/major subordinate commands and do not apply to the entire headquarters (such as directorate, division, branch, etc., OIs)	Destroy when superseded, rescinded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 214, 497
8.00	Operating Instructions (OIs) Below Major Subordinate Commands	record copies and background material, if any	retained by offices of primary responsibility	Destroy when superseded, rescinded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 214, 497
9.00	Bulletins	announcements, notices, temporary instructions or directive material	of no permanent reference value, such as base and weekly bulletins (see Table	Destroy when superseded, rescinded,

			37-6 for publications bulletins)	obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 497
10.00	(RESERVED)			(RESERVED)
11.00	Recurring Periodicals	individual issues and related background material of periodicals not having AF-wide or MAJCOM applicability	at OPRs	Destroy when superseded, rescinded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 497
12.00	(RESERVED)			(RESERVED)
12.01	TIG Brief Record Set	approval, background material and correspondence and printed copy of each issue	created and maintained at the HQ Air Force Inspection Agency, Kirtland AFB NM	Retire as permanent. AUTH: NC1-AFU-75-54 See Note Number: 214, 498
13.00	(RESERVED)			(RESERVED)
14.00	Recurring Periodical Systems	official record set for each approved recurring periodical in the system, including initial request and justification for issuance; cost data and specifications of periodicals and requests for approval; publications management office approval for issuance; each subsequent request and approval for change in specifications, funding, or quantitative requirements; OPR's current annual request for continuance, and the publication management office approval; and other correspondence between the OPR and the publications management office concerning the publication	at publications management offices or OPRs	Destroy when recurring periodical is discontinued. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 497
15.00	Specialized Publications Systems	official record set for each approved system of specialized publications, including initial request and justification for a special system of publications; publications management office approval; printed copy of each form prescribed in the prescribing directive; and other correspondence between the OPR and the publications management office concerning the system	at publications management offices	Retire as permanent when publications system is discontinued. AUTH: NC1-AFU-77-41 See Note Number: 7, 616
16.00	Specialized	official record set for each	at OPRs	Destroy when

	Publications Systems at OPRs	approved system of specialized publications, including initial request and justification for a special system of publications; publications management office approval; printed copy of each form prescribed in the prescribing directive; and other correspondence between the OPR and the publications management office concerning the system		publications system is discontinued. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	(RESERVED)			(RESERVED)
18.00	(RESERVED)			(RESERVED)
19.00	(RESERVED)			(RESERVED)
20.00	(RESERVED)			(RESERVED)
21.00	(RESERVED)			(RESERVED)
22.00	Manuscripts or Proofs	manuscripts and drafts of proposed or revised publications, printer's galleys or page proofs and other working or control data	at publications management offices or OPRs	Destroy when printed publication is received and determined accurate. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
23.00	Manuscripts or Proofs Camera-Ready	manuscripts or proofs camera-ready	at publications management offices or OPRs	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
24.00	Review of Higher Headquarters' Publications for Local Implementation Resulting in Review of an Existing Supplement	forms used to determine what action an OPR intends to take on a higher headquarters' publications and for follow-up	at publications management offices and	Originals may be filed in supplement's record set as evidence of a special review, and Rules 1 thru 3 apply. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
25.00	Review of Higher Headquarters' Publications for Local Implementation Do Not Result in Review of an Existing Supplement	forms used to determine what action an OPR intends to take on a higher headquarters' publications, and for follow-up	at publications management offices	Destroy on completion of suspense action or after 3 months if follow up on specified suspense action is not required. AUTH: N1-AFU-90-3 See Note

				Number: 212, 213, 214
26.00	Review of Higher Headquarters' Publications for Local Implementation at OPRs	forms used to determine what action an OPR intends to take on a higher headquarters' publications and for follow-up	at OPRs	Destroy on completion of suspense action or after 3 months if follow up on specified suspense action is not required. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
27.00	Master and Functional Publication Libraries at Master and Functional Libraries	inventory record used to record data, discrepancies, corrective action and individual conducting inventory	at master and functional libraries	Destroy upon completion of the next inventory. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
28.00	Spot Check Record Used to Record Date, Discrepancies, Corrective Action and Individual Conducting Spot Check	spot check record	used to record date, discrepancies, corrective action and individual conducting spot check	Destroy upon completion of the next spot check. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 37-8

REPROGRAPHICS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Controlled Reprographics Equipment Approved (Background Information)	forms and other records that document history of approved reprographics equipment (the requirements evaluations requests, approval, acquisition, maintenance, production volume, transfers and disposal)	at HQ USAF/MAJCOMs/FOAs and approving and operating levels	Destroy 1 year following the end of the fiscal year after equipment life in the Air Force (when equipment is transferred to another Air Force activity for use, also transfer the related records to gaining activity). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Controlled Reprographics Equipment (Disapproved)	requests for reprographics equipment	disapproved	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Uncontrolled Reprographics Equipment	forms and related records	at operating level	Destroy at end of fiscal year after equipment is

				dropped from Air Force inventory following salvage or turn-in of equipment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Job Jacket Files - Not Subject to Reprinting	job jacket files containing original matter, negatives, requisitions, correspondence and allied papers for each printing job	jobs at printing plants not subject to reprinting	Destroy 1 month after job completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Job Jacket Files - Subject to Reprinting	job jacket files containing original matter, negatives, requisitions, correspondence and allied papers for each printing job	jobs at printing plants subject to reprinting	Destroy when obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Forms and Correspondence for Printing	forms and correspondence for printing	at requesting activities	Destroy upon receipt of job or if used to prepare budget. Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Receipts and Distribution of Reprographics Jobs	forms and correspondence that document the receipt and distribution of reprographics jobs	at printing, duplicating and micrographics activities	Destroy after 1 month. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Requisitions and Correspondence for Duplicating or Micrographics	forms, including requisitions and correspondence for duplicating or micrographics work	at duplicating and micrographics activities	Destroy when 1 year old (GRS3, Mar 06) AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Requisitions for Duplicating or Micrographics Work	forms, including requisitions and correspondence for duplicating or micrographics work	at requesting activities	Destroy upon receipt of job. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Contractor Services Forms for Printing, Duplicating and Micrographics	forms, including requisitions and correspondence related to printing, duplicating and micrographics work	at contractor facilities	Hold for audit trail, then destroy 2 years after all exceptions have been cleared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Public Printer Services and Other Federal Printing Sources/Forms	forms, including requisitions, correspondence, invoices and specifications from reprographics procurement activities to the printing sources	at AF reprographics procurement activities	Destroy 3 years after period covered by related account AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Public Printer Services and Other Printing Sources/Account Records	public printer services and other printing sources/account records	accounting records, including requisitions, transfer of funds, vouchers, receiving	Destroy 3 years after the period covered by the account.

			reports and related records	AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Reprographics Production	job logs, requisitions used in lieu of logs, data bases or other means of recording and reporting production	at AF printing, duplicating and micrographics facilities or copier monitors, or at contractor facilities	Destroy 3 months after reporting production IAW DoDD 5330.3/AFSUP, Defense Automated Printing Service (DAPS). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Consolidated Reports at HQ USAF	in-plant printing, duplicating, micrographic and copying cost, production and inventories; commercial cost and production; production standards	at HQ USAF	Destroy when 3 years old. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Printing/Duplicating/Micro-Graphics/Copying Reports	in-plant printing, duplicating, micrographic and copying cost, production and inventories; commercial cost and production; production standards	at MAJCOMs/FOAs and management reporting activities	Destroy 1 year after reporting period. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Copier Operating Rules	Information on copying machine limitations and unlawful reproduction, office copy machine identification restrictions; and local operating notices	posted on or near copiers	Destroy when superseded or when machine has been permanently removed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Copier Case File (Leased/Rented Copier)	forms, letters and other records that document the history of an individual leased/rented or Copy Service Plan copier	at copy manager's offices	Destroy 1 year after close of the fiscal year in which contract expired. If purchased, use Rule 18. If upgraded or downgraded, transfer the new copier case file. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Copier Case File (Owned Copier)	forms, letters and other records that document the history of an individual owned copier	at copy manager's offices	Destroy 1 year after the end of the Fiscal Year in which the equipment was traded or turned-in. (When equipment is transferred to another AF activity, transfer the related case file). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

19.00	Printing Plants, Duplicating Centers and Microform Production Facilities	requests to establish with supporting records and records of approval	at approving offices	Destroy 10 years after inactivation of plant, center or facility. AUTH: N1-AFU-90-24 See Note Number: 212, 213, 214
20.00	Printing Plants, Duplicating Centers and Microform Production Facilities Implementing Levels at Other Than Approving Offices	requests to establish with supporting records and records of approval	at other than approving offices	Destroy on inactivation of plant, center or facility. AUTH: N1-AFU-90-24 See Note Number: 212, 213, 214
21.00	Printing Plants, Duplicating Centers and Microform Production Facilities Requests to Establish at Approving Offices	with supporting records and records of disapproval	at approving offices	Destroy 5 years after disapproval of plant, center or facility. AUTH: N1-AFU-90-24 See Note Number: 212, 213, 214
22.00	Requests to Establish at Levels Other Than Approval Offices	with supporting records and records of disapproval	at levels other than approval offices	Destroy 2 years after disapproval of plant, center or facility. AUTH: N1-AFU-90-24 See Note Number: 212, 213, 214

Table 37-9

SPECIALIZED PUBLICATIONS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	(RESERVED)			(RESERVED)
2.00	(RESERVED)			(RESERVED)
3.00	Technical Orders (TOs)	record copy of each TO in the Air Force TO system (AFPD 21-3, Technical Orders)	at USAF TO Repository, USAF Technical Order System Section, OC-ALC/MMEDU	Destroy 6 years after TO is rescinded, contracts are closed and equipment is dropped from AF inventory. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 502
4.00	Background Material Such As Forms Reports	correspondence and other records concerning initiation, preparation and issuance of and changes to TOs	at issuing activities	Destroy 2 years after TO is superseded, obsolete or rescinded. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214
4.01	Technical Order Requests and Requisitions	technical order requests and requisitions	AFTO Form 187, Technical Order Publication Request, AFTO Form 276, Special Requisition for AFTOs or other authorized AFTO Form 187 format source document	Destroy 2 years after date of signature. AUTH: N1-AFU-90-41 See Note Number: 212, 213, 214
4.02	Technical Order Notification	AFTO Form 215, Notification	at Technical Order Distribution Offices (TODOs), Technical Order Distribution Activities (TODAs), or Technical Order Distribution Subaccounts (TODSs)	Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable. AUTH: GRS23,ITEM8 See Note Number: 212, 213, 214
4.03	Code Selected Reconciliation Listing (CSRL)	Code Selected Reconciliation Listing (CSRL)	at Technical Order Distribution Offices (TODOs)	Destroy upon receipt of next CSRL. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	(RESERVED)			(RESERVED)
6.00	(RESERVED)			(RESERVED)
7.00	(RESERVED)			(RESERVED)
8.00	Communications Security (COMSEC) Codes and Authenticator Systems Publications	Communications Security (COMSEC) codes and authenticator systems publications	at HQ AIA/LG and AFCSC as applicable	Retire as permanent each edition containing a change in content, format, or production principle (code generation media). AUTH: N1-AFU-91-20 See Note Number: 86, 505, 653
8.01	Maintenance Bulletins (MB)(AIA and Non-AIA Originated), Equipment Installation Standards (EI)	bulletins and standards	Maintenance Bulletins (MB) (AIA and Non-AIA Originated), Equipment Installation (EI) Standards	Destroy 6 years after supersession or rescission. AUTH: N1-AFU-91-20 See Note Number: 212, 213, 214
8.02	AF COMSEC Publications	publications	AF COMSEC publications	Retire as permanent. AUTH: N1-AFU-91-20 See Note Number: 86, 654
9.00	AFOSH Standards at HQ USAF/SGPA and HQ AFISA/SEGO	AFOSH standards	at HQ USAF/SPGA and HQ AFISA/SEGO	Retire as permanent. AUTH: N1-AFU-88-43 See Note Number: 7
9.01	AFOSH Standards at	supplements to AFOSH	at MAJCOMs and major	Destroy after 5

	MAJCOMs and Major Subordinate Commands	standards with command-oriented information not contained in the basic standard or with more detailed or stringent criteria than contained in the basic standard	subordinate commands	years, or when superseded, rescinded, obsolete or no longer needed, whichever is later. AUTH: N1-AFU-88-43 See Note Number: 7, 212, 213, 214, 503
10.00	US Strategic Command Civil Engineering Manuals (USSTRATCOM CEMs)	record copy of each USSTRATCOM CEM	at issuing activities	Destroy 6 years after supersession or rescission. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	USSTRATCOM CEMs Background Material	such as forms reports, correspondence and other documentation concerning initiation, preparation, issuance and changes to USSTRATCOM CEMs	at issuing activities	Destroy 2 years after USSTRATCOM CEM is superseded, obsolete or rescinded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	(RESERVED)			(RESERVED)
13.00	(RESERVED)			(RESERVED)
14.00	AF Medical Logistics Letters (AFMLLs)	record copies	at the Air Force Medical Logistics Office (AFMLO)	Destroy after 25 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 504
15.00	Copies of the AFMLLs	copies of the AFMLLs	at medical treatment facilities, HQ USAF/ Surgeon General, HQ Air Force Medical Service activities, MAJCOM/ FOAs, and USAF Reserve	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 504
16.00	Air Force Civil Engineering Support Agency Energy Techdata	record copies	at HQ AFCESA	Destroy 2 years after supersession or rescission. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Energy Techdata Copies	energy techdata copies	at Energy and Civil Engineering activities	Destroy when superseded or rescinded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	MWRS Letters at HQ AFSVA	record copies	at HQ AFSVA	Destroy 2 years after supersession or recession. AUTH: N1-AFU-90-3 See Note Number:

				212, 213, 214
19.00	MWRS Letters at MWRS Activities	copies	at MWRS activities	Destroy when superseded or rescinded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Air Force Technical Applications Center (AFTAC) Technical Instructions (TI) and Laboratory Procedures (LP)	record sets of each TI and LP issued by AFTAC which include a printed copy of each issuance, manuscript, technical writer draft, authorization documentation, coordination record, latest annual review and background material used in the development of the TI or LP	at Technical Operations Division	Retire as permanent. AUTH: N1-AFU-86-49 See Note Number: 7
21.00	Education and Training Records Documents for Mishap Prevention	records sets	at issuing activities	Retire as permanent. AUTH: N1-AFU-88-14 See Note Number: 505
22.00	Education and Training Records Documents for Mishap Prevention Background Material	education and training records documents for mishap prevention background material	such as mishap reports, correspondence, photos and other records supporting information publications	Destroy 5 years after publications issued or when no longer needed, whichever is later. AUTH: N1-AFU-88-14 See Note Number: 212, 213, 214
23.00	AFROTC all units/area unit letters record set	record set of each letter published at issuing activity	at HQ AFROTC and area commandant offices	Destroy after 1 year. AUTH: N1-AFU-88-43 See Note Number: 212, 213, 214
24.00	AFROTC All Units/Area Unit Letters Copies	AFROTC all units/area unit letter copies	at HQ AFROTC staff offices, area commandant offices, and senior units	Destroy after expiration date. AUTH: N1-AFU-88-43 See Note Number: 212, 213, 214
25.00	Air Force Blood Program Technical Letters (AFBPTL))	record copies	at HQ USAF/SGHR	Destroy after 10 years. AUTH: N1-AFU-91-40 See Note Number: 212, 213, 214, 504
26.00	Copies of AFBPTLs	copies of AFBPTLs	at medical treatment facilities and MAJCOMs/FOAs	Destroy when superseded. AUTH: N1-AFU-91-40 See Note Number: 212, 213, 214, 504

Table 37-10

FORMS MANAGEMENT

R	A	B	C	D

U L E	If the records are or pertain to	consisting of	which are	then
1.00	Air Force Forms Management Program	records that reflect development, formulation and issuance of all basic plans, policies and procedures and the managerial control of the AF-wide forms management program which encompasses development of standards, design, typography and specifications for, and consolidation, identification, registration and standardization of all forms created by AF activities	at HQ USAF and MAJCOMs	Destroy when 6 years old; earlier disposal is authorized if the records are superseded, obsolete or no longer needed for reference. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Functional Forms Files	functional forms files	collection of current forms used for control, precedent, comparison and general reference	Destroy immediately discontinued, superseded, revised or replaced. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Numerical Forms Files	numerical form files	approved DD Form 67, Form Processing Action Request, submitted by OPR for the form, and all revisions; latest printing specifications; latest AF Form 1382, Request for Review of Publication and/or Form(s), showing status of the form; records about the form; a final draft/master or a copy of the current edition showing the OPR's approval; and a copy of each printed edition of the form	Destroy 1 year after obsolescence. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 506
4.00	(RESERVED)			(RESERVED)
5.00	Forms Management Reports Consolidated Reports at HQ USAF	reports of forms management activities, progress, status and costs	at HQ USAF	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Forms Management Reports at MAJCOMs and Major Subordinate Commands	reports of forms management activities, progress, status and costs	at MAJCOMs and major subordinate commands	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Forms Management Reports at Activities Below Major Subordinate Commands	reports of forms management activities, progress, status and costs	at activities below major subordinate commands	Destroy on completion of next report. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

8.00	Forms Management Activity Record (AF Form 1798)	AF Form 1798, Forms Management Activity Record	reports of forms management activities, progress, status and costs	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Forms Register (AF Form 1797)	AF Form 1797, Forms Register	control cards on command and office forms; show forms numbers, OPR, prescribing directives, reproduction actions and costs	Destroy 1 year after date form became obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 37-11

CORRESPONDENCE, MESSAGES AND PROJECT FILES

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	General Correspondence (Permanent)	letters, endorsements, memoranda, reports and related data involving a variety of subjects (not appropriate for filing with other records series) except office administration, created or received that records policy making and program management guidance for which the office has primary responsibility. At HQ USAF and Secretariat offices, this includes SECAF, USECAF, CSAF and VCSAF signed correspondence	at HQ USAF/ MAJCOMs/major subordinate commands functional OPRs	Retire as permanent. AUTH: NC1-AFU-80-8 See Note Number: 6, 163, 507
1.01	General Correspondence (Permanent) at HAF/ES (Executive Secretariat)	Rule 1 Office of the Secretary of the Air Force and Office of the Chief of Staff originated correspondence filed numerically with reference index	at HQ USAF/ES (Executive Services Division)	Retire as permanent. AUTH: NC1-AFU-85-20 See Note Number: 6, 507
1.02	General Correspondence (Permanent) Computer Database Index	general correspondence (permanent) computer database index	at HQ USAF/ES (Executive Services Division)	Retire as permanent. AUTH: NC1-AFU-85-20 See Note Number: 25
1.03	(RESERVED)			(RESERVED)
2.00	General Correspondence (Temporary)	letters, endorsements, memoranda, reports and related data involving a variety of subjects (not appropriate for filing with other records series) except office administration, created or received that records policy making and program managmeent guidance for which the office has primary responsibility	created or received by any office not covered by Rule 1	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	General	record copies or official file	kept by action officers,	Destroy after 1

	Correspondence (Temporary) Duplicate Files	copies are filed elsewhere in the same organizational element	supervisors or supervisory or monitoring offices	year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 508
3.01	Correspondence Files Not Making Policy	that portion of the correspondence files that does not document policy making and program guidance	at HQ USAF/ MAJCOMs/major subordinate commands functional OPRs	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 509
4.00	Transitory Material	transitory material	transmittal records that add no significant information to material transmitted; not needed to document specific functions or actions; but are of reference value and are kept in a separate chronological file	Destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Reading File	reading file	extra copies of letters, messages or other records used for periodic review by office staff, as a cross-reference to the record copies filed in the same office, for signature control, preparation of periodic reports, or for similar administrative purposes and are maintained in a separate chronological file	Destroy 1 year after monthly cutoff or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Message File	message file	extra copies of messages, except those covered elsewhere in this Table or Table 33-8 or those filed with other records series used as a cross-reference to the record copies or file copies, and are maintained in a separate file by date-time group, control number or some other finding feature	Destroy 6 months after monthly cutoff or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.01	Copies of Separate Series Messages	copies of separate series messages	maintained as a policy reference file	Destroy after 1 year or when no longer needed, whichever is sooner (EXCEPTION: destroy EMCs and IMCs when superseded or rescinded by a formal publication). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.02	Copies of ALPERSCOM and	copies of ALPERSCOM and AIG 8106 used as a policy reference	at MAJCOMs, MPFs, satellite personnel	Destroy after 1 year.

	AIG 8106	file and are in control number sequence within a calendar year	activities and geographically separated unit personnel offices	AUTH: N1-AFU-90-3 See Note Number: 81, 212, 213, 214
6.03	Record Set of ALPERSCOM and AIG	record set of ALPERSCOM and AIG	at HQ USAF/MPEA and HQ AFPC	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 81, 212, 213, 214
7.00	Office Projects/Studies	case files of individual projects/studies relating to an office's management function, such as analyses of policies/procedures, or actions or changes in the manner or method of planning, directing, controlling, or doing work (do not include management studies covered in Table 38-1, cost studies in Table 65-1, R&D projects/studies in 61-series tables, or any other project or study covered elsewhere in this schedule)	at OPRs at any level and which result in issuance of a publication	Include as background material to the publication and dispose of according to Table 37-7. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Office Projects/Studies at Major Subordinate Command OPRs and Above	office projects/studies that do not result in issuance of a publication	at major subordinate command OPRs and above	Destroy 20 years after completion of project/study or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Office Projects/Studies Below Major Subordinate Command OPRs	office projects/studies that do not result in issuance of a publication	below major subordinate command OPRs	Destroy 2 years after project/study is closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Office Projects/Studies Background and Working Materials	office projects/studies background and workign material	routine requests for reports or data, routine correspondence concerning administration of the project/study, extra copies of records or reference materials, data analyses and summaries, drafts and other preliminary papers leading to final results or findings not needed to document the project/study	Destroy when no longer needed or on completion of the project/study, whichever is sooner. AUTH: GRS 23, ITEM 7 See Note Number: 212, 213, 214
11.00	Office Projects/Studies Needed to Document Other Records Series	any of the material identified in Table 37-11, Rules 7-10	at offices other than OPRs (such as monitoring, control or feeder offices)	Destroy when no longer needed or on completion of the project/study, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

12.00	Staff Meetings and Conferences (Not Covered Elsewhere)	record copies of agenda, minutes and related correspondence (see Table 38-5 for AF committee and board records and for sound recordings) not filed with another series	at major subordinate commands and above	Retire as permanent. AUTH: NC1-AFU-80-8 See Note Number: 507
12.01	Staff Meetings and Conferences Recorded In Other Series			destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Staff Meetings and Conference Record Copies Not Filed With Another Series	staff meetings and conference record copies not files with another series	below major subordinate commands	Destroy after 1 year, on inactivation of activity or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Staff Meetings and Conferences Information Copies Not Filed with Another Series	staff meetings and conference information copies	not files with another series	Destroy after 1 year, on inactivation of activity or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Block Assignment of Address Indicating Groups (AIG) Numbers	messages/letters correspondence relating to initial assignment of AIG block and any subsequent changes or adjustments	at MAJCOM AIG managers (or at any lower level to which AIG management authority is delegated)	Place in inactive file on cancellation of the block; destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Address Indicating Group Case Files	messages/letters of promulgation, copies of each modification or recap and related correspondence	at cognizant authorities and AIG managers	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 510
17.00	Form or Guide Letters	coordination copy of form or guide letters	at approving authorities	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 37-12

ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION AND CONTROL

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Communications Distribution	communications distribution	forms or similar media used to determine distribution made of incoming communications	Destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
1.01	Terminated Message Traffic by the Message Distribution Function of Telecom Centers	forms or similar media prepared for subject routing	terminated message traffic by the message distribution function of telecom centers	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Message Registers/Logs	logs	message registers/logs	Destroy after 6 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Administration Communication Reviews	message/correspondence review/improvement check lists and similar records	used to review message or correspondence management	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	(RESERVED)			(RESERVED)
5.00	Suspense Control	file copies or extra copies of communications, forms, notes, etc.	used to manage correspondence flow	Destroy when reply is received or action is completed, file with transitory material, or incorporate with appropriate record series in other tables, whichever is applicable. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 37-13

ADMINISTRATIVE ORDERS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Background Material to Orders in Rules 2, 2.1 And 4	letter request for orders, amendments, etc., justification files on special authorizations when required by orders publishing activity	required by orders publishing activity	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 511
2.00	Permanent Orders	originals or record copies of G-series special orders and movement orders (MO)	organized and maintained per AFI 33-328, Administrative Orders	Retire as permanent. AUTH: NC1-AFU-85-4 See Note Number: 14

2.01	Temporary Orders (Originals or Record Copies)	originals or record copies of A-series, O-series, X-series, aeronautical and reserve orders including D-series and J-series reserve orders issued PRIOR to FY95	organized and maintained per AFI 33-328, Administrative Orders (See Note 1)	Destroy after 56 years. AUTH: N1-AFU-95-5 See Note Number: 212, 213, 214, 512, 513
2.02	Temporary Orders (D- and J-Series)	originals or record copies of D-series and J-series reserve orders issued AFTER FY94	at AFRES units and ARPC	Destroy after 7 years. AUTH: N1-AFU-95-5 See Note Number: 212, 213, 214, 512
3.00	Temporary Orders (M- and P-Series) Issued After CY66	originals or record copies and background material for M- and P-Series special orders	issued after calendar year 1966, T-series special orders, Y-series orders, squadron non-prefixed single numbered series special orders and PA- and PB-series special orders	Destroy 1 year after fiscal cutoff. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 511, 513
4.00	Temporary Orders (M- And P-Series) Issued Before CY67	M-series and P-series special orders (T-series special orders, Y-series orders, squadron non-prefixed single numbered series special orders, and PA- and PB-series special orders)	issued before calendar year 1967 and used as justification files for special authorizations, clearances, etc.,	Destroy after 15 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 511
5.00	Orders Covered by Rules 2 Through 4	other copies distributed to any Air Force activity for information or other record purposes (includes MPF administrative file copies)	orders covered by Rules 2 through 4	Destroy when no longer needed or apply same disposition as files they record (see other tables in this regulation), as appropriate. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Automated Orders Data System	automated orders data system	identification data in computer or data systems and used to prepare temporary duty travel orders	Destroy when the individual to whom the data pertains is reassigned. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 37-14

OFFICE SUPPORT

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Office Administrative Files	office administrative files	records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists, including records related to the office organization, staffing, procedures and communications; the expenditure of funds,	Destroy after 2 years. GRS 23, Item 1 See Note Number: 212, 213, 214, 517

			including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; the use of office space and utilities; copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere; and other materials that do not serve as official records of the programs of the office	
2.00	(RESERVED)			(RESERVED)
3.00	Project Control and Support	project control and support	memoranda, reports, and other records documenting assignments, progress and completion of projects	Destroy 1 year after the year in which the project is closed. AUTH: GRS16,ITEM5 See Note Number: 212, 213, 214
4.00	Project Control and Support Working Papers, Drafts	project control and support working papers, drafts	working papers, drafts, stenographic notes, tapes and disks that have been transcribed; charts, diagrams, or other graphic material used for briefings; or similar data that are summarized in final or other form which are used to facilitate or control work in progress and are not needed for record purposes	Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable. AUTH: GRS23,ITEM8 See Note Number: 212, 213, 214
5.00	Finding Aids	finding aids	indexes, lists, registers and other finding aids in hard copy or electronic form used to provide access to records authorized for destruction in other Table series, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records	Destroy or delete with the related records. AUTH: GRS23,ITEM9 See Note Number: 212, 213, 214
6.00	Reports, Controlled and Uncontrolled and Uncontrolled Information Copies	indexes, lists, registers and other aids in hard copy or electronic form used to provide access to records authorized for destruction in other Table series, EXCLUDING records containing	at preparing, monitoring and intermediate activities	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 516

		abstracts or other information that can be used as an information source apart form the related records.(Defined in AFI 33-124)(Not covered elsewhere)		
7.00	Reports, Controlled and Uncontrolled at Requiring Activities	indexes, lists, registers and other aids in hard copy or electronic form used to provide access to records authorized for destruction in other Table series, EXCLUDING records containing abstracts or other information that can be used as an information source apart form the related records.(defined in AFI 33-124)(not covered elsewhere)	at requiring activities	Submit a records disposition recommendation per AFI 37-138 (to become AFMAN 33-322V3). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	(RESERVED)			(RESERVED)
9.00	Precedent Files	precedent files	extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action	Destroy when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Office Instructions, Additional Duty Handbooks/Workbooks	office instructions, additional duty handbooks/workbooks	collection of reports, checklists, worksheets, correspondence, instructions, and related records which prescribe or state a desired way of performing a local task or function which are not appropriate or issued as standard publications (see Table 37-7)	Destroy when superseded, obsolete or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Building or Office Services (Not Covered Elsewhere)	building or office service, not covered elsewhere	records relating to automobile parking permits, office space assignments and coding, installation of communication equipment, issuance of room keys, transportation services, locksmith services and related records	Destroy when superseded, obsolete or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Presentation Aids (Not Covered Elsewhere)	presentation aids, not covered elsewhere	schedules, written or recorded speeches, talking and briefing papers, graphic and speech aids and related records	Destroy when superseded, obsolete or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

13.00	(RESERVED)			(RESERVED)
14.00	General Reference Publications	general reference publications	master, functional, or operational files of publications (see AFI 37-160V7, the Air Force Publications and Forms Management Programs--Publication Libraries and Sets) and publications of other government agencies or private organizations which are not record copies and are maintained for general reference	Destroy when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Technical/Specialized Reference Materials	technical/specialized reference materials	not record copies of published or reproduced reports, directives or other records; extra sets of motion pictures, still photographs, slides, sound recordings, maps, charts, and similar materials not covered elsewhere and maintained for technical or specialized reference purposes	Destroy when superseded, obsolete, or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Technical/Specialized Reference Materials	technical/specialized reference materials	not record copies of Rule 15 reference materials, but are considered worthy of permanent retention or disposition by other than actual destruction	Disposition Pending... See Note Number: 393
17.00	Organizational Planning	organizational and functional charts; personnel charts, indicating grades and ratings; and other organizational planning records not covered elsewhere	at HQ USAF/MAJCOMs/major subordinate commands staff offices down to and including directorate or comparable level	Retire as permanent one record copy. AUTH: NC1-AFU-80-8 See Note Number: 6
18.00	Organizational Planning Below HQ USAF/MAJCOMs/ Major Subordinate Commands Staff Offices Down to and Including Directorate Or	organizational and functional charts; personnel charts, indicating grades and ratings; and other organizational planning records not covered elsewhere	below organizational levels cited in Rule 17	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Schedule of Daily Activities	schedule of daily activities	calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits and other activities by Federal employees while serving in an official capacity, created and maintained in hard copy or electronic form, EXCLUDING materials determined as personal, which contain	Destroy or delete after 2 years. AUTH: GRS23,ITEM5a See Note Number: 212, 213, 214

			substantive information relating to official activities, the substance of which is not incorporated into official files	
20.00	Schedule of Daily Activities Substantive Information	schedule of daily activities substantive information	above Rule 19 records, which contain substantive information, the substance of which is incorporated into official files; and those that document routine activities containing no substantive information	Destroy or delete when no longer needed. AUTH: GRS23,ITEM5b See Note Number: 212, 213, 214
21.00	Schedule of Daily Activities Which Contain Unique Substantive Information	schedule of daily activities which contain unique substantive information	above Rule 19 records, which contain unique substantive information relating to the activities of high level officials	Permanent. Transfer to the National Archives upon approval of this schedule. AUTH: GRS23,ITEM5,NOTE See Note Number: 212, 213, 214, 518

Table 37-15

ADMINISTRATIVE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Secretary of the Air Force Orders (SAFOs)	formal delegations and assignments of authority and responsibilities issued by (or by order of) the Secretary HOI 90-1[B22] and related background data	record sets	Retire as permanent. AUTH: NC1-AFU-80-8 See Note Number: 6
2.00	(RESERVED)			(RESERVED)
3.00	Secretary of the Air Force Orders (SAFOs) at HQ USAF and MAJCOM Which Are Not the Basis for an AF Publication	formal delegations and assignments of authority and responsibilities issued by (or by order of) the Secretary HOI 90-1[B22] and related background data	at HQ USAF and MAJCOM which are not the basis for an AF Publication	Retire as permanent. AUTH: NC1-AFU-80-8 See Note Number: 6
4.00	Secretary of the Air Force Orders (SAFOs) Information Copies	formal delegations and assignments of authority and responsibilities issued by (or by order of) the Secretary HOI 90-1[B22]and related background data	information copies	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	(RESERVED)			(RESERVED)
6.00	Secretary of the Air Force Orders (SAFOs) Drafts and Related Background Data	Secretary of the Air Force Orders (SAFOs) drafts and related background data	disapproved for issuance as a SAFO or AF publication	Destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

7.00	(RESERVED)			(RESERVED)
8.00	(RESERVED)			(RESERVED)
9.00	(RESERVED)			(RESERVED)
10.00	(RESERVED)			(RESERVED)
11.00	Fund-Raising Campaigns	fund-raising campaigns	correspondence, receipts, invoices and similar or related records	Destroy on completion of next equivalent campaign or after 1 year if there is no next equivalent campaign. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	GAO and Defense Audit Service (DAS) Reports at HQ USAF	reports and correspondence on GAO/DAS surveys and reviews of AF activities to evaluate effectiveness, economy of administration, and conformance to legal requirements; and reports and correspondence on action taken as a result of GAO/DAS findings/recommendations	at HQ USAF	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	GAO and Defense Audit Service (DAS) Reports Below HQ USAF	reports and correspondence on GAO/DAS surveys and reviews of AF activities to evaluate effectiveness, economy of administration, and conformance to legal requirements; and reports and correspondence on action taken as a result of GAO/DAS findings/recommendations	below HQ USAF	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Official Visits/Staff Visits at Offices Performing Visits	requests for permission to visit, reports of visits (including findings, recommendations, and follow-up actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences	not made a part of or needed to document another records series covered elsewhere	Destroy 2 years after completion of next comparable visit, on completion of related study or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Official Visits/Staff Visits at Offices or Organizations Visited	requests for permission to visit, reports of visits (including findings, recommendations, and follow-up actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences	not made a part of or needed to document another records series	Destroy on completion of next comparable visit or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Official Visits/Staff Visits	requests for permission to	at intermediate,	Destroy 1 year after

	at Intermediate, Monitoring or Evaluating Offices	visit, reports of visits (including findings, recommendations, and follow-up actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences	monitoring or evaluating offices	all action has been completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Notifications of Visits	itineraries, rosters of visitors, and comparable transitory material not needed to record visit reports	at offices making visits or at offices visited	Destroy on completion of visit. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Visit Schedules	visit schedules	at offices making visits or at offices visited	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Delegations/Designations of Authority and Additional Duty Assignments	delegations/designations of authority and additional duty assignments	correspondence, forms, orders and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation	Destroy when rescinded, superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 105, 212, 213, 214
20.00	Officer of the Day (OD) and Charge of Quarters (CQ)	Officer of the Day (OD) and Change of Quarters (CQ)	reports of OD, SDO, CQ, and comparable duty officers	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	(RESERVED)			(RESERVED)
22.00	(RESERVED)			(RESERVED)
23.00	(RESERVED)			(RESERVED)
24.00	Community Service Program at HQ AFPC/MPCASC	Community Service Program reports	at HQ AFPC/MPCASC	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
25.00	Community Service Program At Other Than HQ AFPC/MPCASC	Community Service Program reports	at other than HQ AFPC/MPCASC	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
26.00	Community Service Program Legal Agreements and Permits Obligating the AF	Community Service Program legal agreements and permits	obligating the Air Force	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
27.00	Locator or Personnel	locator or personnel data	cards, machine	Destroy when

	Data		listings, rosters and comparable data	superseded or on reassignment or separation of individual. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 519
28.00	Duty Rosters	duty rosters	rosters, forms and other records	Destroy after 6 months or on inactivation of unit, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
29.00	Individual Record of Duty for Military Personnel	individual record of duty	military personnel	Destroy after individual separates, retires, transfers, or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
30.00	Individual Record of Duty Cards Used To Record Attendance	individual record of duty cards	cards used to record attendance of contract technical service and similar personnel	Destroy when no longer needed for audit purposes. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
31.00	Internal Inspections/ Self-Inspection Checklists/Inventories (Not Covered Elsewhere)	letters, checklists, report of findings and documents pertaining to periodic local inspections/inventories	not a part of or needed to document another record series covered elsewhere	Destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
32.00	(RESERVED)			(RESERVED)
33.00	Gifts from Foreign Governments to AF Personnel, Consultants and Their Dependents	background information related to gift presentations, requests to retain gifts for official use, appraisals, request approvals, reports, guidance on accepting gifts, investigative data, administrative or disciplinary action against violators of gift acceptance and reporting provisions	gifts from foreign governments to AF personnel, consultants and their dependents	Destroy after 30 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
34.00	(RESERVED) Flexitime Sheets are Covered by Table 65-22 Rule 3			(RESERVED) See Note Number: 212, 213, 214

Table 37-16

WAKE ISLAND VITAL STATISTICS AND NOTORIAL RECORDS

RUL	A	B	C	D
	If the	**consisting of**	**which**	**then**

E	records are or pertain to		are	
1.00	Vital Statistics	applications, licenses, certificates, reports, registers, logs, etc., pertaining to marriages, births, deaths, divorce, dissolution of marriage, annulments and related records	at Wake Island	Dispose of by transferring to Government of Hawaii when Air Force administration of WakeIsland is terminated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Notaries Public	applications for appointment asnotary, recommendations, letters ofappointment, logs and registers used torecord notarization of records and related records	at Wake Island	Dispose of by transferring to Government of Hawaii when Air Force administration of WakeIsland is terminated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 37-17

USAFA ADMINISTRATIVE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Mechanically Produced Output Products Not Covered Elsewhere in this Regulation	computer generated listings and rosters produced for scheduling, reference, statistics, and other purposes	not covered elsewhere in this regulation	Destroy when superseded or no longer needed, whichever is sooner. AUTH: NC1-461-82-15 See Note Number: 212, 213, 214
2.00	Cadet Sponsor Programs	names of sponsors/participants and related records	at Cadet Extracurricular Activities	Destroy after 1 year. AUTH: NC1-461-82-15 See Note Number: 212, 213, 214
3.00	Command Post Administration	forms and reports including Officer in Charge report, Senior Officer of the Day report, Cadets Wing Draft theft report, vehicle administratively restricted and other related records	at Cadet Command Post	Destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner. AUTH: NC1-461-82-15 See Note Number: 212, 213, 214
4.00	Cadet Squadron Administration	forms and reports including Restriction Sign-In, Squadron Tour, Cadet in Charge of Quarters Report, Sign-In/Out Register and	at each cadet squadron	Destroy 1 year after end of academic year or when no

		other related records		longer needed, whichever is sooner. AUTH: NC1-461-82-15 See Note Number: 212, 213, 214
5.00	Charge of Quarters, Element Leader Weekly Report, Squadron Duty Officer Report, Request to Exceed Limits	forms and reports including other related records	at each cadet squadron	Destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner. AUTH: NC1-461-82-15 See Note Number: 212, 213, 214
6.00	Cadet Squadron Administration Report of Offense	Cadet Squadron Administration Report of Offense	at each cadet squadron	Destroy 6 months after daily cutoff. AUTH: NC1-461-82-15 See Note Number: 212, 213, 214
7.00	Optical Scanning Service Request	forms specifying requirements on the optical scanner	at Academic Computing Services (DFTC)	Destroy after 6 months or when no longer needed, whichever is sooner. AUTH: NC1-461-82-15 See Note Number: 212, 213, 214
8.00	Optical Scanner	forms such as ratings, answer sheets, attendance sheets and others, which are read by the optical scanner	at Academic Computing Services (DFTC)	Destroy when no longer needed. AUTH: NC1-461-82-15 See Note Number: 212, 213, 214
9.00	Military Review Committee (MRC)	minutes of MRC which initiate corrective actions or make recommendations to Academy Board on cadets deficient in military performance and aptitude for commissioned service	record copy at Cadet Policy Division	Destroy after 4 years. AUTH: NC1-461-82-15 See Note Number: 212, 213, 214
10.00	Curriculum Committee	meeting minutes, change proposals and related records on curriculum changes	record copy at Office of the Registrar	Retire as permanent. AUTH: N1-461-92-5 See Note Number: 6
11.00	Scheduling Committee Actions	forms consolidating information for presentation to Scheduling Committee for utilization of cadet time, agenda and minutes	record copy at Office of the Registrar	Destroy after 1 year. AUTH: NC1-461-82-15 See Note Number: 212,

				213, 214
12.00	Academy Board	minutes, results and decisions of the Academy Board meetings and background material	record copy at Director of Admissions	Retire as permanent. AUTH: N1-461-92-5 See Note Number: 8
13.00	Academic Review Committee (ARC) Record Copy at Office of the Registrar on Enrolled Cadets	computer printout of cadets academically deficient, including recommendations/ decisions by the committee made to the Academy Board	at Office of the Registrar on enrolled cadets	Destroy 1 year after graduation or when no longer needed, whichever is sooner. AUTH: NC1-461-92-2 See Note Number: 212, 213, 214
13.01	Academic Review Committee (ARC) Record Copy at Office of the Registrar on Disenrolled Cadets	computer printout of cadets academically deficient, including recommendations/ decisions by the committee made to the Academy Board	at Office of the Registrar on disenrolled cadets	Destroy 1 year after cadet's class graduates. AUTH: N1-461-92-2 See Note Number: 212, 213, 214
14.00	Physical Education Review Committee (PERC)	minutes and background material supporting the PERC which considers the overall performance of cadets deficient in the physical education program; makes appropriate recommendations to Director of Athletics and Academy Board	record copy at Physical Education Department	Destroy after 4 years. AUTH: NC1-461-82-15 See Note Number: 212, 213, 214
15.00	Cadet Club Administration	forms, reports and correspondence used for administering club funds and activities	at Cadet Extracurricular Activities	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: NC1-461-82-15 See Note Number: 212, 213, 214
16.00	Minutes of Meetings	minutes and related correspondence of Academy Committees, such as Military Review Committee, Curriculum Committee, Scheduling Committee, Academy Board, Academic Review Committee, etc	info copies	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: NC1-461-82-15 See Note Number: 212, 213, 214
17.00	Cadet Administrative Management Information System	data system containing various information collected on cadets while they are at the Academy such as admission dates, physical characteristics, grades, awards course of study and other similar data	used as working file for personnel transactions and producing various output products for statistical studies and management purposes	Destroy after 6 years or transfer to the Educational Research Data Base, as applicable. AUTH: NC1-461-82-15 See Note Number: 212,

				213, 214
18.00	USAFA Curriculum Handbooks	final decisions of curriculum committee regarding the course contents	record copy at curriculum and scheduling	Retire as permanent. AUTH: NC1-461-85-2 See Note Number: 6, 110, 162
19.00	USAFA Catalogs	course descriptions and applications procedures for admittance to Academy	record copy at Registrar	Retire as permanent. AUTH: NC1-461-85-2 See Note Number: 6

Table 37-18

ELECTRONIC RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Files/Records Created in Central ADP Facilities to Create, Use and Maintain Master Files	files/records created in Central ADP Facilities to create, use and maintain master files	electronic files or records created solely to test system performance, such as test records, as well as related documentation for the electronic files/records	Delete/destroy when no longer needed. AUTH: GRS20,ITEM1A See Note Number: 110, 162
2.00	Electronic Files or Records Used to Create or Update a Master File	electronic files or records used to create or update a master file	including, but not limited to, work files, valid transaction files and intermediate input/output records	Delete after information is transferred to the master file and verified. AUTH: GRS20,ITEM1B See Note Number: 110, 162
3.00	Electronic Files Created to Monitor System Usage	electronic files including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files	used to assess charges for system use	Delete when no longer needed for administrative, legal, audit or other operational purposes. AUTH: GRS20,ITEM1C See Note Number: 110, 162
4.00	Input/Source	non-electronic records or forms	designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention	Destroy after the information is converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later. AUTH: GRS20,ITEM2A See Note Number: 110, 162
5.00	Electronic Records Entered into the System During an Update Process	electronic records entered into the system during an update process, except as noted in Rule 6	not required for audit and legal purposes	Delete when data is entered into the master file or database and verified, or when no longer required to support reconstruction of, or

				serve as backup to, a master file or database, whichever is later. AUTH: GRS20,ITEM2B See Note Number: 110, 162
6.00	Electronic Records Received from Another Agency	electronic record received from another agency	used as input/source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency	Delete when data is entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later. AUTH: GRS20,ITEM2C See Note Number: 110, 162
7.00	Computer Files or Records Containing Uncalibrated and Unvalidated Digital or Analog Data Collected During Observation	measurement activities or research and development programs and used as input for a digital master file or database	collected during observation	Delete after the necessary data is incorporated into a master file. AUTH: GRS20,ITEM2D See Note Number: 110, 162
8.00	Master Files Relating To Administrative Function	files that replace, in whole or in part, administrative records scheduled for disposal under one or more items excluding those mentioned in notes and consisting of the same information as is contained in all or portions of the disposable records it replaces or duplicates	master files that are components of database management systems	Delete after the expiration of the retention period authorized for the disposable hard copy file or when no longer needed, whichever is later. AUTH: GRS20,ITEMS3A&B See Note Number: 110, 162, 520, 521
9.00	Data Files Consisting of Summarized Information	records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or database	authorized for deletion	Delete when no longer needed. AUTH: GRS20,ITEM4 See Note Number: 110, 162, 522
10.00	Extracted Information	electronic files consisting solely of records extracted from a single master file or database	approved for deletion	Delete when no longer needed. AUTH: GRS20,ITEM5 See Note Number: 110, 162, 523
11.00	Print Files	print files	electronic file extracted from a master file or data base without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers and statistical reports	Delete when no longer needed. AUTH: GRS20,ITEM6 See Note Number: 110, 162
12.00	Technical Reformat Files	technical reformat files	electronic file consisting of data copied from a master file or database for specific purpose of information	Delete when no longer needed. AUTH: GRS20,ITEM7 See Note Number: 110,

			interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives	162
13.00	Security Backup Files	security backup files	electronic file consisting of data identical in physical format to a master file or database and retained in case the master file or database is damaged or inadvertently erased, which are files identical to records scheduled for transfer to the National Archives	Delete when the identical records have been captured in a subsequent backup file or when the identical record have been transferred to the National Archives and successfully copied. AUTH: GRS20,ITEM8A See Note Number: 110, 162
14.00	Security Backup Files Identical to Records Authorized for Disposal in other Tables	security backup files identical to records authorized for disposal in other tables	above Rule 13 records	Delete when the identical records are deleted or when replaced by a subsequent security backup file. AUTH: GRS20,ITEM8B See Note Number: 110, 162
15.00	Finding Aids (or Indexes)	electronic indexes, lists, registers and other finding aids used only to provide access to records	approved for deletion. EXCLUDE records containing abstracts or other information that can be used as an information source apart from the related records	Delete with related records or when no longer needed, whichever is later. AUTH: GRS20,ITEM9 See Note Number: 110, 162
16.00	Special Purpose Programs	application software necessary solely to use or maintain a master file or database	authorized for disposal. EXCLUDE special purpose software necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives.	Delete when related master file or database is deleted. AUTH: GRS20,ITEM10 See Note Number: 110, 162, 524
17.00	Documentation	data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications and final reports (regardless of medium) relating to a master file or database	authorized for disposal. EXCLUDE documentation relating to any unscheduled master file or database or relating to any master file or data base scheduled for transfer to the National Archives.	Destroy or delete when superseded or obsolete; upon authorized destruction of related master file or database; or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. AUTH: GRS20,ITEM11a See Note Number: 110, 162
18.00	Word Processing Files Hard Copy Maintained in Organized File	records such as letters, messages, memoranda, reports, handbooks, directives and manuals recorded on electronic media such as hard disks or floppy diskettes, when used to produce hard copy which is maintained in organized files	maintained in organized files	Delete from the word processing system when no longer needed for updating or revision. AUTH: GRS20,ITEM13
19.00	Word Processing Files Maintained	Rule 18 records, when maintained only in	authorized for destruction	Delete after the expiration of the retention

	Only In Electronic Form	electronic form and duplicate information or take the place of records that would otherwise be maintained in hard copy		period authorized by the GRS or when no longer needed, whichever is later. AUTH: GRS20,ITEM3a, 3b(1), 3b(2), 3b(3) See Note Number: 110, 162
19.01	Word Processing Files Electronic Forms When Hard Copy is Maintained	word processing files	electronic forms when hard copy is maintained	Delete electronic version when the agency determines that it is no longer needed for administrative, legal, audit or other operational purposes. AUTH: GRS20, ITEM3b(1) See Note Number: 110, 162
19.02	Word Processing File Electronic Replaces Hard Copy	word processing file	electronic replacements for hard copies	Delete after the expiration of the retention period authorized for the hard copy file or when no longer needed, whichever is later. AUTH: GRS20, ITEM3b(2) See Note Number: 110, 162
19.03	Hard Copy Printouts	printouts	hard copy prontouts	Destroy when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes. AUTH: GRS20,ITEM3b(3) See Note Number: 110, 162
20.00	Administrative Databases	administrative databases	databases that support administrative or housekeeping functions, containing information derived from or replace hard copy records authorized for destruction if the hard copy records are maintained in organized files	Delete information in the database when no longer needed. AUTH: GRS20,ITEM3b(2) See Note Number: 110, 162
21.00	Electronic Spreadsheets	electronic spreadsheets	spreadsheets that are recorded on electronic media such as hard disks or floppy diskettes, when used to produce hard copy which is maintained in organized files	Delete when no longer needed to update or produce hard copy. AUTH: GRS20,ITEM15a See Note Number: 110, 162
22.00	Spreadsheets Recorded on Electronic	spreadsheets recorded on electronic	spreadsheets that are recorded on electronic media such as hard disks or floppy diskettes, when maintained only in electronic form	Delete after the expiration of the retention period authorized for the hard copy. AUTH: GRS20,ITEM15b See Note Number: 110, 162
23.00	Non-Record Emails	emails which are routine requests for information or publications and	quasi-official notices including memoranda and other records that do not	Destroy immediately or within 30 days, which ever is sooner. This rule

		copies of replies which require no administrative action, no policy decision and no special compilation or reserach for reply; originating office copies of letters of tranmittal that do not add any information to that contained in the transmitted material, or receiving office copy filed separately from the transmitted material	serve as the basis of offical actions, such as holiday notices, charity or fund appeals, bond campaigns, and similar records containing no substantive information such as routine notifications of meetings, scheduling work-related trips and visits, and other scheduing related activities; suspense and tickler files or 'to do' and task lists that serve as a reminder that an action is required on a given date or that a reply to action is expected and if not received should be traced on a given date.	allows implementation of the auto-delete of 'live' electronic mail systems. GRS 23, ITEM 7 See Note Number: 110, 162
24.00	Electronic Mail	electronic mail	Senders' and recipients' versions of electronic mail messages and any attachments that meet the definition of Federal records	Delete from the email system after copying to a record keeping system. AUTH: GRS20, ITEM 14 See Note Number: 110, 162

Table 37-19

RECORDS MANAGEMENT PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Records Management Planning	records management planning	records pertaining to development, establishment, supplementation, and issuance of records management policies and procedures governing conduct of Air Force- and command-wide records management program (AFI 33-322, Records Management Program)	Destroy when 6 years old or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 477, 525
2.00	Files Maintenance and Disposition (Media Neutral)	Files Maintenance and Disposition Plan, Files Disposition Control Label and related records	media neutral	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.01	(RESERVED)			(RESERVED) AUTH: N1-AFU-90-3
3.00	Retirement, Transfer, or Shipment of Records (SF 135, SF 258)	forms and related correspondence used to retire, transfer or ship records	at offices of initiators below HQ USAF for records placed in staging areas	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 106, 212, 213,

				214, 527
4.00	Retirement, Transfer, or Shipment of Records for Records Placed in Staging Areas	forms and related correspondence used to retire, transfer or ship records	at office of Record Manager (RM)	Destroy when all records listed have been retired or destroyed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 527
5.00	Retirement, Transfer, or Shipment of Records Retired to Records Centers	forms and related correspondence used to retire, transfer or ship records	at RMs, Command Records Managers (CRM) and other offices	Destroy when all records listed have been destroyed or transferred to the National Archives or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 527
6.00	Retirement, Transfer or Shipment of Records Transferred Between AF Activities and Between AF Activities and Other Agencies	retirement, transfer or shipment of records	at RM, CRM and other offices	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Electronic Files of Forms Used to Retire or Ship Records	electronic files of forms	records used to retire, transfer or ship records	Erase when obsolete, superseded or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Air Force Material for Publication in the Federal Register	records relating to the preparation, coordination and submission of reports; regulations having a direct impact on the public; Air Force documents having a general applicability and legal effect; documents that must be published by an Act of Congress; descriptions of departmental and field organizations; procedures used by the Air Force to conduct its business with the public; notices of hearings and advisory committee meetings	at CIO-BIM/P	Destroy after 7 years. AUTH: N1-AFU-87-25 See Note Number: 212, 213, 214
8.01	Air Force Material for Publication in the Federal Register at Originating Offices	records relating to the preparation, coordination and submission of reports; regulations having a direct impact on the public; Air Force documents having a general applicability and	at originating offices	They become background material to the related publications or are incorporated and disposed of with the records to which they pertain.

		legal effect; documents that must be published by an Act of Congress; descriptions of departmental and field organizations; procedures used by the Air Force to conduct its business with the public; notices of hearings and advisory committee meetings		AUTH: N1-AFU-87-25 See Note Number: 212, 213, 214
9.00	Records Disposition Recommendations at USAF/ILC	recommendations for new or revised disposition instructions for AF records	at USAF/ILC	Destroy when related records are destroyed, or transferred to National Archives, or when no longer needed for administration or reference purposes. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Records Disposition Recommendations at Records Management Offices Reporting Directly to USAF/ILC	records disposition recommendations	at Records Management Offices reporting directly to USAF/ILC	Destroy 1 year after disposition instructions are published; 1 year after specific instructions are received if not published in AFMAN 37-139; 1 year after disapproval; or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.01	Records Disposition Recommendations at Other Activities	records disposition recommendations	at activities other than Rules 9 and 10	Destroy 1 year after disposition instructions are published; 1 year after specific instructions are received; or 1 year after disapproval. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	(RESERVED)			(RESERVED)
12.00	(RESERVED)			(RESERVED)
13.00	(RESERVED)			(RESERVED)
14.00	Document Imaging Systems (Approved)	records pertaining to development, establishment, issuance of procedures relative to	at SAF records management office	Destroy 6 years after formal system cancellation or completion.

		systems; proposals for approval of systems, changes to approved systems, cancellation or completion of approved systems (formerly, microform systems)		AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Document Imaging Systems (Approved) at Records Management Offices Below HQ USAF and at Implementing Offices	records pertaining to development, establishment, issuance of procedures relative to systems; proposals for approval of systems, changes to approved systems, cancellation or completion of approved systems (formerly, microform systems)	at Records Management Offices below HQ USAF and at implementing offices	Destroy when system is cancelled or completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Document Imaging Systems (Disapproved)	records pertaining to development, establishment, issuance of procedures relative to systems; proposals for approval of systems, changes to approved systems, cancellation or completion of approved systems (formerly, microform systems)	at SAF and MAJCOM records management offices	Destroy 6 years after disapproval. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.01	Document Imaging Systems (Disapproved) at Originating Offices	records pertaining to development, establishment, issuance of procedures relative to systems; proposals for approval of systems, changes to approved systems, cancellation or completion of approved systems (formerly, microform systems)	at originating offices	Destroy 2 years after disapproval. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Other Records Management Operations	records related to requests for filing equipment, presentation of training courses and other records management operations not covered elsewhere	at Records Management Offices and FARMs	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 477
18.00	Microform Production Facilities	microform production facilities at implementing levels at other than approved offices	at approving offices	Destroy 10 years after inactivation of Microform Service Centers. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Microform Production Facilities Other Than Approving Offices	microform production facilities at implementing levels at other than approved offices	at implementing levels	Destroy on inactivation of Microform Service Centers. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	(RESERVED)			(RESERVED)

21.00	Document Image Inspections	document image inspections	logs documenting inspection of imaged records (such as, microforms and optical disks), as required by Federal law, including description of the record tested, record category date, elements of inspection, results and action taken to correct defects	Destroy 1 year after the records are transferred to the National Archives of the United States. AUTH: GRS16,ITEM10a See Note Number: 212, 213, 214
22.00	Document Image Inspection Reports	document image inspection reports	reports made to the National Archives and Records Administration on the results of document image inspections, as required by Federal law and related correspondence	Destroy when 2 years old or when superseded, whichever is later. AUTH: GRS16,ITEM10b See Note Number: 212, 213, 214
23.00	Freedom of Information Act (FOIA) Program	Freedom of Information Act (FOIA) program	correspondence relating to administering the FOIA	Destroy after 2 years or when no longer needed for administrative use, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
24.00	FOIA Correspondence	FOIA correspondence	correspondence responding to requests for information granting access to all requested records, to requesters who provide inadequate descriptions, to those who fail to pay required fees, to requests which are referred to another agency for action and to requests for which no records were found	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
24.01	Copy Of Requested Or Those Under Appeals	official file copy of requested records or those under appeal		Dispose of according to disposition instruction for the related record, or with the related FOI request, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
25.00	(RESERVED)			(RESERVED)
26.00	FOIA Denials - Not Appealed	denials of access to all or parts of records requested	not appealed	Destroy after 6 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
27.00	FOIA Denials - Appealed	denials of access to all or parts of records requested	appealed	Destroy 6 years after final determination by the Secretary of the Air Force or 3 years after final

				adjudication by courts, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
28.00	FOIA Control Logs	files maintained for control purposes, including registers and similar records listing date, nature of request and name and address of requester	at FOIA managers' offices	Destroy 6 years after date of last entry on register or on other files; 6 years after final action by the Air Force or after final adjudication by the courts, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
29.00	Annual FOIA Report	Annual FOIA Report	annual input to the DOD report to Justice	Destroy after 2 years. AUTH: GRS 14, Item 14
30.00	(RESERVED)			(RESERVED)
31.00	(RESERVED)			(RESERVED)
32.00	FOIA Cash Collection Records	receipts for monies, cash collection sheets and related accountable records	at FOIA managers' offices	Destroy when 3 years old. AUTH: GRS 6, ITEM4 See Note Number: 212, 213, 214, 526
33.00	FOIA Legal Opinions	FOIA legal opinions	in case file	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
34.00	Engineering Data Service/Support Centers (EDSCs) on Non-AFMC Bases Policies and Procedures	records pertaining to development, establishment, supplementation and issuance of management policies and procedures governing EDSCs or other comparable systems	at HQ USAF/MAJCOMs/FOAs/DRUs records management offices	Destroy 6 years after system cancellation. AUTH: N1-AFU-90-3 See Note Number: 180, 212, 213, 214, 477
35.00	EDSCs on Non-AFMC Bases Requests for Establishment	EDSCs on non-AFMC bases requests for establishment, supporting records and approval/disapproval correspondence	at approving offices	Destroy 1 year after termination of system. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
36.00	EDSCs on Non-AFMC Bases Requests for Establishment at Implementing Offices	EDSCs on non-AFMC bases, supporting records and approval/disapproval correspondence	requests for establishment at implementing offices	Destroy upon termination of system. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

37.00	EDSCs on Non-AFMC Bases Requests for Establishment Disapproved	EDSCs on non-AFMC bases requests for establishment, supporting records and approval/disapproval correspondence	at HQ USAF/MAJCOMs/FOAs/DRUs records management offices	Destroy 6 years after disapproval or on inactivation, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 477
38.00	EDSCs on Non-AFMC Bases Requests for Establishment Disapproved at Originating Offices	EDSCs on non-AFMC bases requests for establishment, supporting records and approval/disapproval correspondence	disapproved at originating offices	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
39.00	Engineering Data and Drawings	reference copies of data maintained to service requesters	at EDSCs	Destroy when superseded, obsolete, inactive or when no longer needed, whichever is sooner AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 38-1

MANAGEMENT ENGINEERING RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Productivity Enhancement Studies (includes Management Advisory Studies)	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 See Note Number: 212, 213, 214
1.01	Productivity Enhancement Studies Approved Proposals/Requests Later Rejected	associated feasibility studies, study proposals, requests and memoranda with related records	held at AFMEA, MAJCOMs or CMET	Destroy 2 years after rejection of report. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Productivity Enhancement Studies Disapproved Proposals/Requests	associated feasibility studies, study proposals, requests and memoranda with related records	held at AFMEA, MAJCOMs or CMET	Destroy 1 year after disapproval action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Productivity Enhancement Studies Approved for Implementation	study plans and reports with related records for submission of management advisory study reports	held at AFMEA, MAJCOMs or CMET	Destroy 3 years after implementation of the study recommendations. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Productivity Enhancement Studies	study plans and reports with related records for submission of management advisory	rejected by the approving authority, held at AFMEA, MAJCOMs or CMET	Destroy 2 years after study rejection. AUTH: N1-AFU-90-3 See Note Number:

		study reports		212, 213, 214
5.00	(RESERVED)			(RESERVED)
6.00	(RESERVED)			(RESERVED)
7.00	Productivity Enhancement Studies Indexes	productivity enhancement studies indexes	at AFMEA and MAJCOMs	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	(RESERVED)			(RESERVED)
9.00	(RESERVED)			(RESERVED)
10.00	(RESERVED)			(RESERVED)
11.00	(RESERVED)			(RESERVED)
12.00	(RESERVED)			(RESERVED)
13.00	Manpower Standards Studies	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 See Note Number: 212, 213, 214, 477
14.00	(RESERVED)			(RESERVED)
15.00	Manpower Standards Studies for Command	manpower standards studies	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 See Note Number: 212, 213, 214
16.00	Manpower Standards Studies at MAJCOMs, FOAs and Input Teams	manpower standards studies	at MAJCOMs, FOAs and input teams	Destroy after publication of the manpower standard. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Manpower Standards Studies Standards at MAJCOMs, FOAs and Input Teams	manpower standards studies	standards at MAJCOMs, FOAs and input teams	Destroy after publication of the manpower standard. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Manpower Standards Studies FMET or Designated Lead Team	manpower standards studies FMET or designated lead team	measurement report (MEAS-REP) and other manpower standards source data as requested by MEAS-PLAN, but not necessarily included in the standards FIN-REP,	Destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply,

			including standard data input computation, measured manhour records, workload factor records, work unit production records, OPR concurrences and comments	whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	(RESERVED)			(RESERVED)
20.00	Manpower Standards Studies at Command Lead Team	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, OPR concurrences and comments	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 See Note Number: 212, 213, 214
21.00	Manpower Standards Studies at MAJCOMs or Participating Input Teams	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, OPR concurrences and comments	at MAJCOMs or participating input teams	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 See Note Number: 212, 213, 214
22.00	Manpower Standards Studies at FMET or Designated Lead Team	final report (FIN-REP) and proposals with related records, including supporting computations, computerized output products, program management data, and impact applications reports	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 See Note Number: 212, 213, 214
23.00	(RESERVED)			(RESERVED)
24.00	Manpower Standards Studies Command Standards Developed by a Command Lead Team	final report (FIN-REP) and proposals with related records, including supporting computations, computerized output products, program management data, and impact applications reports	developed my 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 See Note Number: 212, 213, 214

25.00	Manpower Standards Studies Standards at FMET or Designated Lead Team	computerized output products pertaining to the unadjusted input data (raw data) such as operational audit detail, summary lists, data analyses and regression analysis products	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 See Note Number: 212, 213, 214
26.00	(RESERVED)			(RESERVED)
27.00	Manpower Standards Studies Developed by Command Lead Team	computerized output products pertaining to the unadjusted input data (raw data) such as operational audit detail, summary lists, data analyses and regression analysis products	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 See Note Number: 212, 213, 214
27.01	Manpower Standards Studies at AF Design and Service Center and MAJCOMs/Bases Data Automation Offices	computer entries of rules 22, 24, 25 and 27 computerized output products	at AF Design and Service Center and MAJCOMs/bases data automation office	Destroy (cancel) in accordance with rules 22, 24, 25 and 27. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
28.00	Manpower Standards Studies for AF and Command Standards	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 See Note Number: 212, 213, 214
29.00	Manpower Standards Studies at the Preparing Activity	documented manpower guides defining manpower allowances with supporting records	at preparing activity	Destroy 1 year after guide is superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
30.00	Manpower Standards Studies at the Using Activity	documented manpower guides defining manpower allowances with supporting records	at the using activity	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
31.00	Manpower Standards Studies Disapproved	manpower standard studies coordinated through the FMET or AFMEA study staffing process	disapproved	Destroy 2 years after disapproval as a standard or, if it is determined that the proposal can be used as a manpower guide, then rules 29 and 30 apply. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
32.00	Manpower Standards Studies Existing Reports and Supporting Records	manpower standards studies for standard studies that have been cancelled during	existing reports and supporting records	Destroy 2 years after cancellation. AUTH: N1-AFU-90-3 See Note Number:

		development for AF or command standards		212, 213, 214
33.00	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. AUTH: NC1-AFU-84-13 See Note Number: 6, 214
34.00	Air Force Manpower Standards (AFMS) at Preparing Activities	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	preparing activities	Destroy 1 year after AFMS is superseded, obsolete or rescinded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 477
35.00	Management Engineering Program Status and Schedule Report (RCS: HAF-PRM(Q)(7121) at MAJCOMs and FOAs	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 See Note Number: 212, 213, 214, 477
36.00	Management Engineering Program Status and Schedule Report at AFMEA	AF Form 29, Management Engineering Program Quarterly Status Report; and AF Form 501, Management Engineering Program Study Schedule	at AFMEA	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 477
37.00	Air Force MEP Master Schedule at MAJCOMs and FOAs	schedule with related records	at MAJCOMs and FOAs	Destroy 1 year after supersession or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 477
38.00	Air Force MEP Master Schedule at AFMEA or Using Activity	schedule with related records	at AFMEA or using activity	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 477

Table 38-2

PRODUCTIVITY MEASUREMENT, EVALUATION AND ENHANCEMENT

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Productivity Enhancing Capital Investments Approved Requests at MAJCOMs/FOAs	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	at MAJCOMs/FOAs	Destroy 2 years after close of FY in which approved project was amortized. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Productivity Enhancing Capital Investments Approved Requests at HQ USAF and HQ AFMEA	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	at HQ USAF and HQ AFMEA	Destroy 3 years after close of FY in which approved project was amortized. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Productivity Enhancing Capital Investments Approved Requests Below MAJCOMs/FOAs	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	MAJCOMs/FOAs	Destroy 1 year after close of FY in which approved project was amortized. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Productivity Enhancing Capital Investments Disapproved Requests	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	disapproved requests	Destroy 1 year after close of FY in which request was disapproved. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Productivity Enhancement	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 See Note Number: 212, 213, 214

Table 38-3

MANPOWER AND ORGANIZATION

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Manpower Authorization as of the Last Day of Each Calendar Month at	computer magnetic master tapes containing detailed unit and position manpower	at HQ USAF	Destroy after 1 year. AUTH: N1-AFU-

	HQ USAF	authorization data for all fiscal periods in the current manpower program		90-3 See Note Number: 212, 213, 214
2.00	Manpower Authorization as of the Last Day of Each Calendar Month	computer magnetic master tapes containing detailed unit and position manpower authorization data for all fiscal periods in the current manpower program	at MAJCOMs	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Manpower Authorization as of the Last Day of Each Fiscal Quarter	computer magnetic master tapes containing detailed unit and position manpower authorization data for all fiscal periods in the current manpower program	at HQ USAF	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Manpower Authorization as of the Last Day of Each Fiscal Quarter	computer magnetic master tapes containing detailed unit and position manpower authorization data for all fiscal periods in the current manpower program	at MAJCOMs	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Manpower Authorization as of the Last Day of Each Fiscal Year	computer magnetic master tapes containing detailed unit and position manpower authorization data for all fiscal periods in the current manpower program	at HQ USAF	Retire as permanent. AUTH: NC1-AFU-80-8 See Note Number: 28, 214
6.00	Manpower Authorization as of the Last Day of Each Fiscal Year	computer magnetic master tapes containing detailed unit and position manpower authorization data for all fiscal periods in the current manpower program	at MAJCOMs	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Manpower Authorization Data Extracted from the Manpower Authorization File	computer magnetic tapes or card decks containing manpower authorization data	extracted from the manpower authorization file	Destroy when superseded or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.01	Manpower Authorization Data that are Used as Interface Between Data Systems	computer magnetic tapes or card decks	used as interface between data systems	Destroy when superseded or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	(RESERVED)			(RESERVED)
9.00	(RESERVED)			(RESERVED)
10.00	(RESERVED)			(RESERVED)
11.00	Manpower Authorization Machine Listing of Data	manpower authorization machine listing of data	derived from the manpower authorization file	Destroy when superseded or no longer needed.

				AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Manpower Authorization Machine Listings Such as Tables, Registers and Indexes	manpower authorization machine listings which reflect the posture of manpower subsystem files at the completion of an update cycle	tables, registers and indexes	Destroy after 1 month or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Manpower Authorization Machine Listings Such as Error Lists	manpower authorization machine listings and change lists which provide selective information during an update cycle	error lists	Destroy on completion of the update cycle or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Manpower Authorization Machine Listings Containing Selected Data	manpower authorization machine listings containing selected data	obtained through inquiry against the various manpower files	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
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 See Note Number: 212, 213, 214
15.00	Manpower Change Requests	correspondence, forms or machine listings which identify the changes requested and contain justification, coordination and approval/disapproval statements	approved requests at HQ USAF	Destroy 5 years after approval. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Manpower Change Requests Disapproved Requests	correspondence, forms or machine listings which identify the changes requested and contain justification, coordination and approval/disapproval statements	at HQ USAF	Destroy 3 years after disapproval. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Manpower Change Requests Approved/Disapproved Requests	correspondence, forms or machine listings which identify the changes requested and contain justification, coordination and approval/disapproval statements	at MAJCOMs	Destroy 2 years after implementation or disapproval. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

18.00	Manpower Change Requests Approved/Disapproved Requests Below MAJCOMs	correspondence, forms or machine listings which identify the changes requested and contain justification, coordination and approval/disapproval statements	below MAJCOMs	Destroy 1 year after implementation or disapproval. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.01	Manpower Change Requests Information Copies Maintained for Monitoring Purposes	correspondence, forms or machine listings which identify the changes requested and contain justification, coordination and approval/disapproval statements	for monitoring purposes	Destroy after 1 year or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Manpower Change Requests Forms Used as Keypunch Creation Sheets	manpower change requests forms	used as keypunch creation sheets	Destroy after completion of update cycle or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Deferred Manpower Requirements	listings/correspondence reflecting manpower requirements	validated but not allocated because of nonavailability of resources	Destroy when superseded or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	USAF Organization at HQ USAF	USAF Command Organization Chart Book	at HQ USAF	Retire as permanent. AUTH: NC1-AFU-80-8 See Note Number: 6, 214
22.00	USAF Organization at Issuing Activities	DAF directives such as DAF/PRM letters directing organizational actions	at issuing activities	Retire as permanent. AUTH: NC1-AFU-80-8 See Note Number: 6, 214
23.00	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	Retire as permanent. AUTH: NC1-AFU-80-8 See Note Number: 6, 214
24.00	Commercial Activity (CA) Inventory Reporting Data System at HQ USAF and AFMEA	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 See Note Number: 212, 213, 214
25.00	Commercial Activity (CA) Inventory Reporting Data System at	magnetic tapes containing CA annual inventory reporting data for in-house activities and contract services	at MAJCOMs/FOAs/DRUs	Destroy after 2 years. AUTH: N1-AFU-90-3

	MAJCOMs/FOAs/DRUs			See Note Number: 212, 213, 214
25.01	Commercial Activity (CA) Inventory Reporting Data System at MAJCOMs/FOAs/DRUs and Bases	punch cards used for developing magnetic tape containing CA annual inventory report data	at MAJCOMs/FOAs/DRUs and bases	Destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
26.00	Manpower Standards Application and Reapplication	annotated machine listings, standards application worksheets, coordination records, workload collection worksheets and workload verification records/correspondence	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 See Note Number: 212, 213, 214
27.00	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 See Note Number: 212, 213, 214
28.00	(RESERVED)			(RESERVED)
29.00	Commercial Activity Program Records at HQ USAF and AFMEA	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 See Note Number: 212, 213, 214
30.00	Commercial Activity Program Records at MAJCOMs/FOAs/DRUs and Bases	machine listings of data derived from the CA inventory reporting data system	at MAJCOMs/FOAs/DRUs and bases	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
30.01	Commercial Activity Program Records at MAJCOMs/FOAs/DRUs and bases	background records for CA inventory report data entered on punch card transcripts and/or work sheets, including general CA inventory report correspondence	at MAJCOMs/FOAs/DRUs and bases	destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
30.02	Commercial Activity (CA) Program Records at HQ USAF and AFMEA	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 See Note Number: 212,

				213, 214
30.03	Commercial Activity (CA) Program Records at MAJCOMs/FOAs/DRUs and Bases	CA reviews, new start or expansion requests, cost comparison studies and general CA program correspondence	at MAJCOMs/FOAs/DRUs and bases	destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
31.00	USAF Organization Tables (OTs) at HQ USAF	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. AUTH: NC1-AFU-80-8 See Note Number: 27, 214
32.00	USAF Organization Tables (OTs) Below HQ USAF	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	below HQ USAF	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
33.00	Civilian Position Essentiality Statements at HQ USAF	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 See Note Number: 212, 213, 214
34.00	Civilian Position Essentiality Statements Below HQ USAF	statements prepared annually for all civilian positions and individually for vacated positions before they may be filled	below HQ USAF	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
35.00	Contract Manpower Equivalent (CME)	all documents used to calculate, validate, create or support contract manpower equivalents	maintained at all levels below HQ USAF	Disposition pending... AUTH: PENDING See Note Number: 212, 213, 214

Table 38-4

PEACETIME PROGRAM RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	USAF	USAF	records with the short title of PA, PD, PT, PM, PS, PG, PC, PO; PFT, PTT, AMMP, ECMP&R and STEP	Retire as permanent. AUTH: N11-AFU-86-66 See Note Number: 214
2.00	USAF	USAF	records with the short title of PA, PD,	Destroy when superseded or

			PT, PM, PS, PG, PC, PO; PFT, PTT, AMMP, ECMP&R and STEP	obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	(RESERVED)			(RESERVED)
4.00	USAF	USAF	background, source and feeder material	Destroy when related record is superseded or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	USAF	USAF	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 See Note Number: 212, 213, 214
6.00	Command Program Records Equivalent to the USAF	command program records (EXCEPTION: see rules 11.2, 16 and 17)	equivalaent to the USAF	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 See Note Number: 212, 213, 214
7.00	Command Program Records Equivalent to the USAF	command program records (EXCEPTION: see rules 11.2, 16 and 17)	equivalent to the USAF	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Command Program Records Background, Source and Feeder Materials	command program records background, source abd 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 See Note Number: 212, 213, 214
9.00	Command Program Records Retained	command program records with related correspondence	retained copies of command staff	Destroy when related plans are

	Copies of Command Staff Element Activity Submissions		element activity submissions	superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Command Program Records Retained Copies of Major Subordinate Command Submissions	command program records including forms pertaining to the recommended flying-hour program	retained copies of major subordinate command submissions	Destroy 2 years after close of the FY to which they relate. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Command Program Records Retained Copies of Submissions Made to Major Subordinate Commands	command program records including forms pertaining to the recommended flying-hour program	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 See Note Number: 212, 213, 214
11.01	(RESERVED)			(RESERVED)
11.02	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 See Note Number: 212, 213, 214
12.00	Program Action Directives, Programming Plans and Planning Documents	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 See Note Number: 212, 213, 214
13.00	USAF Organizational Records at Issuing Activities	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. AUTH: NC1-AFU-80-8 See Note Number: 6, 214
14.00	USAF Organizational Records at Other Than Issuing Activities	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	at other than issuing activities	Destroy 1 year after action is completed. AUTH: N1-AFU-90-3 See Note

		payment for travel and relocation of people and units and background to records described in Rule 15		Number: 212, 213, 214
15.00	USAF Organizational Records Requests for Action and Justification Thereof	USAF organizational records requests for action and justification thereof	studies, movement directives, requests for orders and other related records	Destroy 1 year after action is completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Resource Category Programs at HQ AFIC	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), COMSEC Equipment Program (CEP) and related records	HQ AFIC	Destroy after 8 years. AUTH: N1-AFU-86-66 See Note Number: 212, 213, 214
17.00	Resource Category Programs at other MAJCOMs and Below	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), COMSEC Equipment Program (CEP), and related records	at other MAJCOMs and below	Destroy after 3 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-86-66 See Note Number: 212, 213, 214
18.00	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, Control and Documentation of Air Force Programs; DODI 7045.7, Implementation of the Planning, Programming, and Budgeting System, May 23, 1984; and essential background data	at HQ USAF Office of Primary Responsibility (OPR) for each document	Retire as permanent. AUTH: N1-AFU-86-66 See Note Number: 214
19.00	Resource Category Programs at other HQ USAF Staff Offices	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, Control and Documentation of Air Force Programs; DODI 7045.7, Implementation of the Planning, Programming, and Budgeting System, May 23, 1984; and	at other HQ USAF staff offices	Destroy after 8 years. AUTH: N1-AFU-86-66 See Note Number: 212, 213, 214

		essential background data		
20.00	Resource category programs at MAJCOMs, FOAs and DRUs	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, Control and Documentation of Air Force Programs; DODI 7045.7, Implementation of the Planning, Programming, and Budgeting System, May 23, 1984; and essential background data	at MAJCOMs, FOAs and DRUs	Destroy after 8 years. AUTH: N1-AFU-86-66 See Note Number: 212, 213, 214
21.00	Resource Category Programs at Subordinate Commands Below MAJCOM Level	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, Control and Documentation of Air Force Programs; DODI 7045.7, Implementation of the Planning, Programming and Budgeting System, May 23, 1984; and essential background data	below MAJCOM level	Destroy when superseded or no longer needed. AUTH: N1-AFU-86-66 See Note Number: 212, 213, 214

Table 38-5

COMMITTEE AND BOARD RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	AF Committees Recorders' Records	AF committees recorders' records	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	Retire as permanent. AUTH: NC1-AFU-80-8 See Note Number: 6, 212, 213, 214, 532
2.00	AF Committees Members' Records	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	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 See Note Number: 212, 213, 214, 532

		final committee report and findings; including minutes of meetings and other papers relating to the establishment, revision or termination of individual studies or projects		
3.00	Advisory Committees Recorders' Records	advisory committees recorders' records	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	Retire as permanent. AUTH: NC1-AFU-80-8 See Note Number: 6, 212, 213, 214, 532
4.00	Advisory Committees Members' Records	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	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 See Note Number: 214, 532
5.00	Sound Recordings Transcribed to Paper	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 See Note Number: 212, 213, 214
6.00	Sound Recordings Not Transcribed to Paper	sound recordings of minutes of meetings of boards/committees	not transcribed to paper records	See Rules 1 thru 4, as applicable. AUTH: N1-AFU-90-3 See Note Number: 214
7.00	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 See Note Number: 212, 213, 214
8.00	Committee	committee management	monitoring and control case files	These

	Management Officers' Control Files for AF Committees	officers' control files for AF committees	which consist of records relating to the approval, establishment, review and termination of individual boards/committees	records are potentially permanent and must be scheduled by submission of an SF 115 to NARA. AUTH: GRS26, ITEM 1b See Note Number: 212, 213, 214
9.00	Committee Management Officers' Control Files for Advisory Committees	committee management officers' control files for advisory committees	monitoring and control case files which consist of records relating to the approval, establishment, review and termination of individual boards/committees	Destroy when obsolete, no longer needed or on inactivation of committee. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Reports of Existing Committees Accumulated by HQ USAF Committee Management Officer	reports of existing committees accumulated by HQ USAF committee management officer	annual reports of AF and advisory committees in existence	Retire as permanent one copy of each inventory. AUTH: NC1-AFU-80-8 See Note Number: 6, 214
11.00	Reports of Existing Committees Accumulated Below HQ USAF Level	annual reports of AF and advisory committees in existence	below HQ USAF level	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Reports of Existing Committees Supporting Feeder Reports	reports of existing committees supporting feeder reports	annual reports of AF and advisory committees in existence	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 38-6

USAFA RESEARCH AND EVALUATION

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**

1.00	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. AUTH: NC1-461-85-1 See Note Number: 6, 116, 214
2.00	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 See Note Number: 212, 213, 214
3.00	(RESERVED)			(RESERVED)
4.00	Education Research Database	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. AUTH: NC1-461-85-1 See Note Number: 31, 214

Table 38-7

IDEA PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Approved Ideas, Inventions and Scientific Achievements	an on-line Idea Program database or paper copies of unclassified and classified case files, idea submission, processing, evaluation, approval, issuance of award, reports and related correspondence. Include other records which pertain to submission, processing, evaluation, approval, disapproval, issuance of award, reports and related correspondence	at Suggestion Program Offices at all Levels	Destroy 1 year after final action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 468, 470
2.00	Disapproved Ideas, Inventions and Scientific Achievements	an on-line IDEA program database or paper copies of unclassified and classified case files, IDEA submission, processing, evaluation, approval, disapproval, issuance of award, reports and related correspondence	in Idea Program Data System (IPDS)or paper case files when processing classified ideas.	Destroy 1 year after final action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 469, 470
3.00	Ideas, Inventions and Scientific Achievements Minutes of Meetings	minutes of meetings or memoranda for record showing action taken	at IDEA program offices at all levels	Destroy 2 years after approval or disapproval. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Products from IDEA Program Data System (SPDS)	transcription records used to produce a report or the report itself which serve diversified purposes	IDPDS (mechanically produced) output products	Destroy when superseded or no longer needed. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214, 477
5.00	Reports, Controlled and Uncontrolled	tabulations, summaries, activity reports or information	at IDEA program offices at all levels	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 477
6.00	Data Files Created by the IDEA Program Data System	incremental backup disks and tapes	at the servicing DISA location	Destroy upon expiration of cycle retentions requirements listed in prescribing directive, AFI-38-401. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Ideas, Inventions and Scientific Achievements	forms and other records pertaining to submissin, processing, evaluation, approvedal or disapproval, issuance of award, reports and related correspondence	at evaluating offices	Destroy 1 year after final action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 469, 470

Table 38-8

PERFORMANCE MANAGEMENT PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Performance Management	Directives, Instructions, Correspondence, Documentation and Papers which Identify the framework for the Secretary of the Air Force and chief of the Staff of the Air Force performance Management Program requirements; or System requirements, testing, certification, congressional mandates and configuration which are Evaluation tools used for documenting and implementing Air Force Performance Measures Reporting System (AFPMRS); or Record copies of data and senior leadership correspondence, data, correspondence, and planning documents which are senior leadership approval and disapproval, or directly related to performance and strategic planning assessment meetings; or Policy directives and official memorandums which are used to support the program		Destroy after 4 years. N1-AF7-05-2 See Note Number: 212, 213, 214

Table 40-1

VETERINARY SERVICE

RULE	A	B	C	D
	If the records are or pertain	**consisting of**	**which are**	**then**

	to			
1.00	Research Animal Service	records used for laboratory research	at medical laboratories	Destroy 5 years after death of animal or completion of research effort or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 40-2

RADIOISOTOPE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Applications for By-Product Material License and AFMC IM Records of Radioactive Commodity Management Approved Copies	applications for by-product material license and AFMC IM Records of radioactive commodity management appropved copies	at USAF Radioisotope Committee	Destroy 5 years after expiration of license. AUTH: N1-AFU-90-3
2.00	Applications for By-Product Material License and AFMC IM Records of Radioactive Commodity Management Disapproved Copies	applications for by-product material license and AFMC IM records of radioactive commodity management	disapproved copies	Destroy upon receipt of the disapproved form. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Reports of Incidents Involving Accidents, Thefts and Loss of Radioisotopes or Other Licensed Materials	reports of incidents	involving accidents, thefts and loss of readioisotopes or other licensed materials	Disposition pending... AUTH: Unscheduled See Note Number: 212, 213, 214
4.00	Isotope Accountability	records showing receipt, use and disposal of radioisotope material, indicating material on hand	at isotope clinics	When isotope inventory has reached zero balance (i.e., no radioactive material on hand) hold until inspected by US Nuclear Regulatory Agency; after inspection and certification by NRA, destroy records having zero balance. AUTH: N1-AFU-90-3
5.00	Patient's Records	patient's records	dosage records, scan sheet, tracings, copy of consultation sheet, patient's index card, and applicable worksheets	Destroy after 5 years, provided that original copy of report, i.e., SF 513 or equivalent, has been placed in the individual's medical record. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 41-1

MINUTES OF MEDICAL MEETINGS, PROFESSIONAL STAFFING AND PROFESSIONAL ACTIVITIES REPORTS

RU	A	B	C	D
	If the records	**consisting of**	**which are**	**then**

L E	are or pertain to			
1.00	(RESERVED)			(RESERVED)
2.00	Consultants Employment Records	correspondence and forms relating to requests used for hiring civilian medical consultants at hospitals	applications, authorizations and approvals	Destroy 6 months after termination of employment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Intern and Resident Training	intern and resident training	individual training records, including rating reports for interns and residents undergoing formal professional training at hospitals	Hold for 50 years at training locations, then destroy. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Report of Professional Activities of AF Medical Treatment Facilities	report of professional activities of AF treatment facilitties	reports of the types, quality, and quantity of professional services rendered by medical treatment facilities, together with information on consultant programs and professional meetings during the report period	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	(RESERVED)			(RESERVED)

Table 41-2

PHYSICAL EXAMINATION RECORDS AND MEDICAL BOARD PROCEEDINGS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Physical Examination Reports Not Filed in Field Record Group or Retained in Reference File	copies of Report of Medical Examination (SF 88) and Report of Medical History (SF 93), reflecting physical examinations performed in relation to discharge, release from active duty, retirement, flying, etc.; retained copies of electrocardiographic tracings of persons rejected for military service	not filed in Field Record Group or retained in the reference file	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
1.01	Physical Examination Reports Retained in an Active Reference File	copies of Report of Medical Examination (SF 88) and Report of Medical History (SF 93), reflecting physical examinations performed in relation to discharge, release from active duty, retirement, flying, etc.; retained copies of electrocardiographic tracings of persons rejected for military service	retained in an active reference file by a certification or waiver authority	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Physical Examination	physical examination worksheets	worksheets used in preparing physical	Destroy when information has

	Worksheets		examination reports	been transcribed to record copies of Report of Medical Examination. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Medical Board Proceedings	Medical Board proceedings	records of Medical Board proceedings, except for copies filed in clinical records or Field Records Group	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Visual Classification and Qualification	copies of tests-with accompanying statistical reports	administered as part of the process of classifying individuals reporting for induction	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Visual Standards for Varied Air Force Assignments	visual standars for varied Air Force assignments	correspondence, reports, statistics and literature on vision, refraction and similar items	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Applicants to a Service Academy (Medically Qualified)	ROTC Scholarship Program or Uniformed Services University of Health Sciences (USUHS). Consisting of original hard copy of physical examination reports and other records of medical qualifications	at DOD Medical Examination Review Board (DODMERB) for medically qualified applicants	Send to the appropriate Service Academy, ROTC Program or USUHS to which the applicant was accepted at end of current year cycle. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.01	Applicants to a Service Academy (Medically Unqualified)	ROTC Scholarship Program or Uniformed Services University of Health Sciences (USUHS). Consisting of physical examination reports and other records of medical qualifications	at DODMERB	Destroy at end of current year cycle. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.02	Applicants to a Service Academy (at Examining Facilities)	ROTC Scholarship Program or Uniformed Services University of Health Sciences (USUHS). Consisting of physical examination reports and other records of medical qualifications	at examining facilities	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.03	Applicants to a Service Academy (at DODMERB)	ROTC Scholarship Program or Uniformed Services University of Health Sciences (USUHS). Consisting of microform copies of rules 6 and 6.1 records	at DODMERB	Destroy 5 years after end of current year cycle. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.04	Applicants to a Service Academy (Not Maintained in Applicants Folder)	ROTC Scholarship Program/Uniformed Services University of Health Sciences (USUHS). Consisting of machine listings relating to scheduling and management of physical	not maintained in applicants individual file folder at DODMERB	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3

		examinations, such as daily transaction listings, error listings, scheduling actions and all other related computer generated products		See Note Number: 212, 213, 214
6.05	Applicants to a Service Academy (Computer Files)	applicants to a Service Academy (computer files)	computer storage files of rule 6.4 records	Destroy 2 years after end of current year cycle. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Physical Examinations of Local Wage Rate and Domestic Employees	physical examinations of local wage rate and domestic employees	physical examinations, x-rays and related documents	Destroy on termination of individual's employment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Medical Examinations of Foreign Students	medical examinations of foreign students	medical examination reports and related documents on foreign students eliminated for physical reasons from Air Force training	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 41-3

AEROMEDICAL EVACUATION RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Patient Air Evacuation Reports	patient air evacuation reports	daily aeromedical patient evacuation reports and related papers concerning the holding and movement of patients within the domestic aeromedical evacuation system	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Patient Transfer Records Originals	patient transfer records originals	Request for Patient Transfer or comparable forms used to record information required to transfer patients from one military medical facility to another	File as a part of the medical record accompanying the patient. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Patient Transfer Records for Local Use	patient transfer records for local use	Request for Patient Transfer or comparable forms used to record information required to transfer patients from one military medical facility to another	Destroy after patient has been transferred or forms are no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Patient Transfer Records Basic Tag	patient transfer records basic tag	Patient Evacuation Tag or comparable forms, consisting of the ship's record office tab, embarkation tab and	File as a permanent part of the individual's clinical record.

			debarkation tab	AUTH: N1-AFU-90-3 See Note Number: 214
5.00	Patient Transfer Records Duplicate Copy	patient transfer records duplicate copy	Patient Evacuation Tag or comparable forms, consisting of the ship's record office tab, embarkation tab and debarkation tab	Destroy on completion of local action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Patient Transfer Records Used to List Patients Delivered to the Same Offload Terminal	patient transfer records used to list patients delivered to the same offload terminal	Patient Evacuation Manifest or comparable forms and supporting records	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Patient Transfer Records When Baggage is Moved Together With the Patient	patient transfer records when baggae is moved together with the patient	Patient's Baggage Tag or comparable forms, including the patient's stub used when baggage is moved together with the patient in the same military common carrier	Destroy on delivery of baggage to the destination medical treatment facility. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Patient Transfer Recommendations and Authorizations	recommendations and authorizations	patient transfer recommendations and authorizations	Destroy 3 months after transfer of patient. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Patient Arrival Notices		at overseas commands	destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 41-4

MEDICAL LOGISTICS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Medical Logistics System	Medical Logistics System/Defense Medical Logistics Service Support (DMLSS) System	stock record account data on magnetic cartridge and diskettes, Archive, Recovery, Audit backups, and Operating System backups	Operating System and Archive backups should be held for 14 days and keep 3 months of Recovery Tapes and Audit Backups. AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214
2.00	Medical Materiel Edit Lists	medical materiel edit lists	records of transactions that were processed with invalid data as identified by specific error messages, such as the AFMLO catalog edit list, DMLSS status edit list, mass issue	Destroy when no longer needed or on assurance of correct computer processing, whichever is longer.

			validation list and AFMLO load error list	AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214
3.00	Medical Materiel Requirements List	medical materiel requirements list (MEDLOG only!)	mechanically prepared listings of potential requisitions	Destroy 1 month after completion and verification of requisition actions. No longer needed in DMLSS AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214
4.00	Due-in/Due-outs	records of all current due-in/due-outs and related status documents	due-in/due-out suspense list (MEDLOG) Monthly Due-in/Due-out Report (DMLSS)	Destroy when all annotated actions are verified. AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214
5.00	Requisition Trouble List, Part I	requisition trouble list	records of items below safety level	Destroy when all annotated actions are verified. Not in DMLSS AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214
6.00	Requisition Trouble List, Part II (MEDLOG) Troubled Due-in Report (DMLSS)	requisition trouble list (MEDLOG), Troubled Due-in Report (DMLSS)	records of items requiring follow-up	Destroy when all annotated ations are verified. AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214
7.00	Requisition Trouble List, Part III	requisition trouble list	records of items exceeding average pipeline time in transit	Destroy when all annotated actions are verified. No report in DMLSS AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214
8.00	Requisition Trouble List, Part IV	requisition trouble list	list of local purchase items in purchase order number sequence	Destroy when all annotated actions are verified. No report in DMLSS AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214
9.00	Medical Materiel Transaction Register	medical materiel transaction register	records of transactions and balances for a specific month	Destroy 1 year after the close of FY to which they pertain. AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214
10.00	Medical Materiel Stock Status Report Output for Monthly Processing	medical materiel stock status report output for monthly processing	mechanically prepared listings of item master records showing asset data, requirements data, consumption and inventory data	Destroy when superseded or no longer needed, whichever is later. Held electronically in DMLSS for 30 days AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214
11.00	Medical Custodian Receipt Records Custodian Copy	medical custodian receipt records custodian copy	Listings and custodian request/receipts that reflect authorized purchase of items. Individual files of personnel	Destroy when superseded. AUTH: N1-AFU-01-4 See Note Number:

			authorized to receipt for supplies and property, containing current and noncurrent specimen signatures, name, grade, and cost center of custodian, and waivers granted for use of stamps when numerous repetitive signatures are required	212, 213, 214
12.00	Medical Custodian Receipt Records Memo File Copy	medical custodian receipt records memo file copy	listings and custodian request/receipts that reflect authorized equipment in use for each custodian account	Keep current and all previous custodian letters. Keep all receipts /requests for six years and three months AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214
13.00	Source Documents Local Purchase Receiving Records	source documents local purchase receiving records	issue/turn-in records, shipping/receiving records, property disposal turn-in records, reports of survey, statements of charges, copies of collection vouchers retained by the property officer, DoD single line release/receipt records, notice of lost or missing records, or other records which pertain to accountable type transactions and contain valid document numbers	Destroy 6 years and 3 months after close of FY in which final payment is made, provided there are no discrepancies for which corrective actions are prescribed. AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214
14.00	Purchase Orders	purchase orders	destruction documents and related documents	Destroy 1 year after close of FY to which they pertain. AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214
15.00	Catalog Change Action	due-in/due-out reconciliation and other documents	needed to support an entry transaction on the document register	Destroy after all actions are completed and verified. AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214
17.00	Dated Item Management	mechanically prepared listings of dated items requiring quality assurance review	dated item reconciliation list (MEDLOG) Dated Item Summary and Detail Reports (DMLSS)	Destroy after all actions are completed and verified. AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214
23.01	(RESERVED)			(RESERVED) See Note Number: 212, 213, 214
24.00	WRM Procurement Fund Summary Records	WRM procurement fund summary records	dated item budget requirement report, extended expiration list (MEDLOG) Assemblage Funds Status Report (DMLSS)	Destroy when superseded. AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214
25.00	WRM Readiness List	WRM Readiness List (MEDLOG) Assemblage Status Reports (DMLSS)	mechanically prepared listings of WRM project showing overages and shortages	Destroy when superseded or no longer needed, whichever is later. AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214

29.00	Mechanically Prepared Scheduled Equipment Maintenance Listings	mechanically prepared scheduled equipment maintenance listings	listings that reflect work accomplished against equipment requiring maintenance	Destroy 2 years after "as of" date. AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214
30.00	Mechanically Prepared Unscheduled Equipment Maintenance Listings	mechanically prepared unscheduled equipment maintenance listings	listings that reflect work accomplished against equipment requiring maintenance	Destroy when no longer have equipment. AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214
31.00	Local Recurring Lisitings and Reports	local recurring listings and reports	not covered elsewhere in this Table	Destroy when superseded or no longer needed, whichever is later. AUTH: N1-AFU-01-4 See Note Number: 212, 213, 214

Table 41-5

MEDICAL EQUIPMENT MAINTENANCE TEST RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Conductivity Test Records	conductivity test records	forms recording testing required by National Fire Protection Association Standard 56A	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Leakage Current Test Rcords Equipment Remaining in Service	leakage current measurements, general and leakage current measurements, EKG forms	remaining in service	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Leakage Current Test Records Equipment Permanently Removed from Service	leakage current measurements, general and leakage current measurements, EKG forms	permanently removed from service	Destroy when equipment is removed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Defibrillator Performance Test Equipment Remaining in Service	DC defibrillator inspection forms	defibrillator performance test equipment remaining in service	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Defibrillator Performance Test Equipment Removed from Service	DC defibrillator inspection forms	defibrillator performance test equipment removed from service	Destroy when equipment is removed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Audiometer Calibration Records Equipment	sound pressure level test data	audiometer calibration records equipment	Destroy after subsequent

	Remaining in Service		remaining in service	calibration is completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Audiometer Calibration Records Equipment Permanently Removed from Service	sound pressure level test data	audiometer calibration records equipment permanently removed from service	Destroy when equipment is removed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 41-6

MEDICAL FACILITY EQUIPMENT REPORTING

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Transaction Reject List	transaction reject list	listings of errors detected during computer processing of records of transactions that were mechanically determined to be invalid and were not processed or a message displayed to indicate incomplete master records	Destroy after assurance of correct computer processing or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Transaction Register	transaction register	registers containing reports of all valid transactions input to a processing cycle	Destroy on receipt and validation of a complete master list. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Tape Control List	tape control list	records showing creation date of last updated master, cost center and control file	Destroy upon receipt and validation of next processing cycle. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Cost Center Master List	cost center master list	records of all valid activities	Destroy upon receipt of new list. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Equipment Requirement Worksheet	equipment requirement worksheet	report of all durable supply and equipment items identified for use in the new facility	Destroy upon receipt and validation of new list. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Equipment Purchase List	equipment purchase list	report of items requiring procurement action and/or provides status of items due-in	Destroy upon receipt and validation of new list. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Dollar Value Recapitulation	dollar value recapitulation	report of items requiring procurement action and/or provides status of items due-in	Destroy upon receipt and validation of new list.

				AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Warehouse Space Required/In-Use/Available	warehouse space required/in-use/available	report of the dollar value of all items required, due-in, in storage, in use, installed and short	Destroy upon receipt and validation of new list. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Equipment Installation Requirement List	equipment installation requirement list	reports of all items requiring installation and/or some type of utility requirement	Destroy upon receipt and validation of new list. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Master List	master list	list of all master records	Destroy upon receipt and validation of new list. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Budgetary List	budgetary list	report of all financial data by item, type item and fiscal year	Destroy upon receipt and validation of new list. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	(RESERVED)			(RESERVED)
12.01	(RESERVED)			(RESERVED)
12.02	Duty and Travel Restrictions Reminder Letters	letters	duty and travel restrictions reminder letters	Disposition pending... AUTH: UNSCHEDULED See Note Number: 212, 213, 214

Table 41-7

MEDICAL WAR RESERVE MATERIEL (WRM) QUALITY ASSURANCE

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Medical Materiel Management System (MMMS)	Medical Materiel Management System (MMMS)	Medical War Reserve Materiel Quality Assurance Subsystem (MWRMQAS) data on magnetic tape	Destroy (delete) when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Creation Lists	creation lists	initial listings received when activating MWRMQAS	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Tape Control Lists	tape control lists	records of current tapes	Destroy upon validation of next listing. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

4.00	Edit Lists	edit lists	records of invalid transactions as identified by error messages	Destroy after corrections have been processed and verified or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Inspection and Alphabetical Lists	inspection and alphabetical lists	records of location of assets and management data	Destroy when superseded or no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Transfer Action Lists	transfer action lists	records of relocation actions	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Validation Lists	validation lists	records of differences between quantity on hand and inventory code	Destroy when superseded or no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 41-8

GENERAL ADMINISTRATIVE RECORDS OF MEDICAL ACTIVITIES

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Medical Services Staffing at HQ USAF	reports reflecting staffing data, used for budget planning and to validate manpower requirements	at HQ USAF	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Medical Services Staffing Other Copies	reports reflecting staffing data, used for budget planning and to validate manpower requirements	copies other than Rule 1	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Nonavailability Statements	facility copy of Uniformed Services Medical Treatment Facility Nonavailability Statement (NAS) (DD Form 1251) or comparable forms and related records used to authorize civilian medical services for prescribed CHAMPUS beneficiaries	at medical facilities	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Third Party Liability Notice	records accumulated as a result of the reporting procedures to the staff judge advocate under the Medical Care Recovery Act (42 U.S.C. 2651-3)	at medical facilities	Destroy 1 year after reconciliation with base staff judge advocate's files.

				AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Medical Facility Inspection Reports of Specific Problems Where Correction of Deficiencies Awaits Budgetary or Work Order Acti	reports	reports of internal sanitary inspections of medical facilities-such as inspection of wards, quarters, messes and food, barber and beauty shops	Destroy on completion of such action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Medical Facility Inspection Reports Other Copies	reports of internal sanitary inspections of medical facilities-such as inspection of wards, quarters, messes and food, barber and beauty shops	reports other than Rule 5	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Status Reports of Inactive and Surplus Hospitals	status reports of inactive and surplus hospitals	statistical reports and related papers pertaining to status and capability of inactive and surplus USAF hospitals and dispensaries	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Medical Checklist	medical checklist	medical investigator's checklist for casualties of aircraft accidents	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Ambulance Emergency Requests	ambulance emergency requests	hospital alert information (aircraft/missile crash)	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Affiliation Agreements	affiliation agreements	affiliation agreements with civilian medical/training education institutions and related records for record/monitoring purposes	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	(RESERVED)			(RESERVED)
12.00	(RESERVED)			(RESERVED)

Table 41-9

NOTIFICATIONS AND ADMINISTRATIVE RECORDS PERTAINING TO INDIVIDUALS

R	A	B	C	D

U L E	If the records are or pertain to	consisting of	which are	then
1.00	Very Seriously Ill Reports	copies of Report of Very Seriously Ill, Removal from Very Seriously Ill Roster or other comparable reports	at registrar offices	Destroy on disposition or death of patient. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Very Seriously Ill Roster	Roster of Very Seriously Ill or comparable rosters	at registrar offices	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Clearance Sheets	checklist of clearance of personnel, indicating turn back of property, return of books to library and comparable clearances	at hospitals	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Leave Requests	requests by patients for formal leave during hospitalization	at hospitals	Destroy on return of patient. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Intervening Illness Statements	copies of reports submitted to justify, because of illness, noncompliance with assignment orders, orders to active duty, or other orders	at hospitals	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Spectacle Issue and Receipt Records for Repeat Refracture Cases	cards or records indicating the diagnosis and type of spectacles prescribed and recording the receipt for spectacles issued, including spectacle issue card and spectacle receipt	at hospitals	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	(RESERVED)			(RESERVED)
8.00	(RESERVED)			(RESERVED)
9.00	(RESERVED)			(RESERVED)
10.00	AFSEC (Air Force Services for Exceptional Children) Program Case Files	AFSEC (Air Force Services for Exceptional Children) program case files	consisting of referrals, evaluations, counseling and related records	Destroy 2 years after closing date. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	AFSEC Reports Required by HQ AFMOA/SGPS	AFSEC reports	required by HQ AFMOA/SGPS	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.01	CHAMPUS (Civilian Health and Medical Program of the	CHAMPUS case files (copies)	in overseas areas serviced by AF approving	Destroy 5 years after end of FY to which they pertain.

	Uniformed Services)		authorities	AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Medical Warning Tag	request for issuance of tags	at embossing facilities	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Hospital Incidents or Unusual Occurrences	incident or occurrences	hospital incidents or unusual occurrences	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Medical, Dental Examination and Immunization Action Copies	medical, dental examination and immunization action copies	physical, clinical, dental examination and immunization rosters	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Medical, Dental Examination and Immunization Other Copies	physical, clinical, dental examination, and immunization rosters	all copies other than Rule 14	Destroy when action copy, annotated by medical facility, is returned to MPF. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 41-10

ADMINISTRATIVE PATIENT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Register of Patients Paper Records (Not Microfilmed)	books or similar volumes containing Register of Patients forms on which register numbers are assigned in numerical sequence to patients admitted to a medical facility	not microfilmed	Hold for 50 years at facility and then destroy; if facility is deactivated, retire to NPRC (MPR) for remainder of 50-year period. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
1.01	Register of Patients Paper Records (Microfilmed)	books or similar volumes containing Register of Patients forms on which register numbers are assigned in numerical sequence to patients admitted to a medical facility	microfilmed	Retire paper to NPRC(MPR) after 1 year (or upon inactivation), wherein it is destroyed after 49 additional years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 533

2.00	Master Index of Patients Paper Records (Not Microfilmed)	cards or computer entries used as a nominal index to patients admitted to a medical treatment facility, including related forms accumulated at USA hospitals before transfer to USAF	not microfilmed	Destroy (delete entries) after 30 years or when facility is deactivated or placed on standby status, whichever is sooner. AUTH: N1-AFU-90-27 See Note Number: 212, 213, 214
2.01	Master Index of Patients Paper Records (Microfilmed)	cards or computer entries used as a nominal index to patients admitted to a medical treatment facility, including related forms accumulated at USA hospitals before transfer to USAF	microfilmed	Retire paper to NPRC(MPR) after 1 year (or upon inactivation), where it is destroyed after 29 additional years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 533
3.00	Locator Cards for Hospital Patients at Information Desk	cards containing patient identification data (not to include master index of patients)	at information desk	Destroy 3 months after disposition of patient. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Locator Cards for Hospital Patients at Other Locations	cards containing patient identification data (not to include master index of patients)	at other locations	Destroy after 1 month or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Admission and Disposition	admission and disposition	admission and disposition lists or similar consolidated reports of patient action-such as admissions, dispositions, interward transfers	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	(RESERVED)			(RESERVED)
7.00	Occupational Therapy Treatment Record	occupational therapy treatment record	individual record used to identify each patient who receives occupational therapy	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Consent Forms	consent forms	completed in 1983 and later	File in the patient's Outpatient Record. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Emergency Room Control Registers	emergency room control registers and background information	books, ledgers or similar volumes used to record patient identification, date and time of arrival, complaint, disposition and time of departure Medical equipment or implant device name, model, and serial number, evidence of patient consent (for	Destroy after 2 years. AUTH: N1-AFU-88-34 See Note Number: 212, 213, 214

			release of SSN)): patient's name, SSN, address and telephone number, date of implant (explant if applicable) or medical equipment distribution/return. Name, address and telephone number of prescribing, implanting, following, and explanting physicians, and other data as appropriate	
10.00	Implant Device and/or Medical Equipment Log/Database Maintained by Implanting MTF	implant device and/or medical equipment log/database maintained by implanting MTF	books, ledgers or similar volumes used to record patient identification, date and time of arrival, complaint, disposition and time of departure Medical equipment or implant device name, model, and serial number, evidence of patient consent (for release of SSN)): patient's name, SSN, address and telephone number, date of implant (explant if applicable) or medical equipment distribution/return. Name, address and telephone number of prescribing, implanting, following, and explanting physicians, and other data as appropriate	Maintain at MTF for 50 years after date of last entry and then delete/destroy. AUTH: N1-AFU-97-4 See Note Number: 212, 213, 214
10.01	Implant Device and/or Medical Equipment Log/Database	implant devices and/or medical equipment log/database	at closing bases	Forward to host base as outined in Rule 10. See Note Number: 212, 213, 214

Table 41-11

INPATIENT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Inpatient Extended Ambulatory Records and Fetal Monitoring Strips at Teaching Facilities	Records/information on all categories of patients receiving inpatient treatment and extended ambulatory procedures. Retire inpatient records to National Personnel Record Center (NPRC) using the Medical Records Tracking function of Composite Health Care System (CHCS).	retired to NPRC (CPR) National Personnel Record Center, 111 Winnebago Street, St. Louis MO 63118.	Destroy 50 years after the end of the calendar year of the last treatment. AUTH: N1-330-01-2 See Note Number: 206, 212, 213, 214, 221, 244, 256, 501, 535
2.00	Inpatient Extended Ambulatory Records and Fetal Monitoring Strips at Treatment Facilities	Records/information on all categories of patients receiving inpatient treatment and extended ambulatory procedures. Retire inpatient records to National Personnel Record Center (NPRC) using the Medical Records Tracking function of Composite Health Care System (CHCS).	at treatment facilities	Destroy 50 years after the end of the calendar year of the last date of treatment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 221, 244, 256, 501, 535
3.00	Inpatient Extended Ambulatory	Records/information on all categories of patients receiving	at teaching facilities, military treatment	Destroy 50 years after the end of the

	Records and Fetal Monitoring Strips at Non-Fixed Medical Facilities	inpatient treatment and extended ambulatory procedures. Retire inpatient records to National Personnel Record Center (NPRC) using the Medical Records Tracking function of Composite Health Care System (CHCS).	facilities, and non-fixed medical facilities.	calendar year of the last date of treatment. AUTH: N1-330-01-2 See Note Number: 212, 213, 214, 221, 244, 256, 501, 538
4.00	Inpatient Records of Patients (Military and Nonmilitary) Transferred to Another Military Medical Facility	Records/information on all categories of patients receiving inpatient treatment and extended ambulatory procedures. Retire inpatient records to National Personnel Record Center (NPRC) using the Medical Records Tracking function of Composite Health Care System (CHCS).	transferred to another military medical facility	Forward records to NPRC (CPR) National Personnel Record Center, 111 Winnebago Street, St. Louis, MO 63118. AUTH: N1-330-01-02 See Note Number: 212, 213, 214, 221, 244, 256, 534
5.00	Inpatient Records of Patients (Military and Nonmilitary) Transferred to Veterans Administration Hospital	Records/information on all categories of patients receiving inpatient treatment and extended ambulatory procedures. Retire inpatient records to National Personnel Record Center (NPRC) using the Medical Records Tracking function of Composite Health Care System (CHCS).	transferred to a Veterans Administration hospital with or without inpatient record libraries	Transfer (including X-rays) to the VA hospital with the patient. Destroy 50 years after the end of the calendar year of the last treatment. AUTH: N1-330-01-2 See Note Number: 212, 213, 214, 221, 225, 226, 227, 244, 256, 501, 537
6.00	Inpatient Records of American Red Cross Personnel	records/information on all categories of patients receiving inpatient treatment and extended ambulatory procedures	with orwithout inpatient record libraries	Send to the Medical Director, American Red Cross, Washington DC 20006, at the end of each month. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Duplicate Index of Patients (Nominal Index)	duplicate index of patients(not required after 1990 inpatient records are retired)	with inpatient record libraries	Retire with the inpatient records to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 535
8.00	Registers of Patients	logs	registers of patients	Hold for 50 years at facility and then destroy; if facility is deactivated, retire to NPRC (MPR) for remainder of 50-year period. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Field Medical Cards Duplicates	duplicates of Field Medical Cards or similar forms	used in field identification of	Destroy after it has served as the basis

			casualties for further medical care, preparation of medical record and any required notification actions	for preparation of patient's record and or any required notification action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Fetal Monitor Locator Cards Without Inpatient Record Libraries	records or information (not required after 1990 FMS are retired) used as fetal monitor locator cards	prior to 1990	Retire 1 year after annual cutoff in alphabetical order with fetal monitor strips to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.01	Fetal Monitor Locator Cards with Inpatient Record Libraries	records or information used in fetal monitoring (not required after 1990 FMS are retired)	prior to 1990	Retire 5 years after annual cutoff in alphabetical order with fetal monitor strips to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
23.00	Extended Ambulatory Records	information (not created using the DoD automated composite health care system) on all categories of patients receiving extended ambulatory procedures	at MTFs	Destroy 50 years after the end of the calendar year of the last treatment. N1-AFU-02-2 See Note Number: 212, 213, 214, 535

Table 41-12

HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS (Privacy Act System Notice FO44 USAFA B)

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Health Records of Active Duty Military Personnel (USAFA Cadets)	health record folders containing records of dental and medical care, including accounts of outpatient treatment (see appropriate medical guidance)	maintained as prescribed in AFI 36-2608, AFI 47-101 and appropriate medical guidance	Kept until end of assignment and mailed by MPF to gaining MPF. AUTH: N1-AFU-90-3 See Note Number: 145, 157, 181, 214, 228
1.01	Health Records of AF Reserve Personnel	health record folders containing records of dental and medical care, including accounts of outpatient treatment (see appropriate medical guidance)	prescribed in AFI 36-2608 and appropriate medical guidance	Forward with copy of NGB Form 22 or discharge/tranfer order to the Department of Veterans Affairs, Service Medical Records Center,

				PO Box 150950, St. Louis, MO 63115-8960 within 5 workdays after discharge or transfer. AUTH: N1-AFU-90-3 See Note Number: 214
1.02	Loose Unidentifiable Medical Outpatient Health Records	loose unidentifiable medical outpatient health records	records that AFPC and MTF Health Record Committee cannot match-up with applicable health record folders	Destroy immediately. AUTH: N1-AFU-87-26 See Note Number: 212, 213, 214
2.00	Outpatient Records of NonMilitary Personnel (Retired/Family Members/Civilian/Contractor/NATO/Non-NATO Foreign Nationals)	records reflecting outpatient treatment of all non-military personnel to include retired members, family members, NATO, foreign non-NATO, civilian and contractor employees and others not included in other record series. Also includes records of outpatient treatment or observation of ROTC personnel at summer camp training, Reserve and National Guard personnel	on temporary disability retired list (TDRL), other retired military personnel, active duty or active duty for annual training of less than 30 days	Destroy 50 years after the end of the calendar year of the last date of treatment. AUTH: N1-330-01-02 See Note Number: 155, 166, 212, 213, 214, 221, 244
3.00	Civilian Employee Medical Folder (EMF) and Positive Occupational X-Ray Film	long-term medical records as defined in 5 CFR Part 293, Subpart E, for transferred or separated employees and Records reflecting outpatient medical treatment and positive occupational x-rays	or pertain to transferred or separated employees	Destroy 75 years after the birth date of the employee; 60 years after date of the earliest document in the folder or 30 years after latest separation, whichever is later. AUTH: GRS-1, ITEM 21C See Note Number: 212, 213, 214, 237, 238, 239, 240
4.00	Medical Health-American Red Cross Personnel	medical health record folders as prescribed in appropriate medical guidance containing records of outpatient treatment; and	hand-carried to other medical facilities (including family members and retired military personnel)	Cut off and destroy 3 years after end of the calendar year of last treatment. AUTH: N1-AFU-90-03 See Note

		receipts for outpatient/dental records		Number: 212, 213, 214
5.00	Medical Health - on USCG (Active Duty and Reserve Officers and Enlisted)	medical health record folders as prescribed in appropriate medical guidance containing records of outpatient treatment; and receipts for outpatient/dental records	hand-carried to other medical facilities (including retired military/family members and non-NATO Foreign National Dental Records)	Cut off and destroy 3 years after the end of the calendar year of last treatment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 222, 223, 224
5.01	Medical Health - USAFA Cadets and Others Not Eligible for VA Benefits	medical health records folders as prescribed in appropriate medical guidance containing records of out patient treatment; and receipts for outpatient//health records	members who do not meet requirements for Veteran's Administration eligibility. VA eligibility requires cadet/recruit have a minimum of 180 days of service.	Destroy immediately. AUTH: N1-AFU-87-26 See Note Number: 212, 213, 214
6.00	Medical Health - USAFA Cadets	medical health record folders as prescribed in appropriate medical guidance containing records of outpatient treatment; and receipts for outpatient/dental records	hand-carried to other medical facilities (including family members of retired miitary personnel)	Following cadet's departure from USAFA, send to Cadet Records, HQ USAFA/DPX, 2034 Cadet Drive, Suite 317, USAF Academy, CO 80840-5020, for inclusion with the personnel records. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Clinic Index Cards	clinic index (AF Form 1942) cards	prepared for eventual inclusion with retired outpatient records	Destroy immediately. AUTH: N1-AFU-88-40 See Note Number: 164, 181, 212, 213, 214
8.00	Mental Health Records (Active Duty and Retired)	information related to conducting psychological evaluations of individuals and other consultations related to mental health services, including social work case records and information on specialized mental health records containing the results of detailed comprehensive	related to interviews of patients and appropriate individuals to assist in the adjustment of the patient and in the evaluation of personnel and social data for diagnosis and treatment	Destroy 5 years after the end of the calendar year the case is closed or when treatment ends. AUTH: N1-330-01-2 See Note Number: 212, 213, 214, 241

		neuropshychological examinations		
9.00	Mental Health Records (Family Members Regardless of Age)	information related to conducting psychological evaluations of individuals and other consultations related to mental health services, including social work case records and information and specialized mental health records containing the results of detailed comprehensive neuropsychological examinations	related to interviews of patients and appropraite indivdiuals to assist in the adjustment of the patient and in the evaluation of personnel and social data for diagnosis and treatment	Destroy 5 years after the end of the calendar year the case is closed. AUTH: N1-330-01-2 See Note Number: 212, 213, 214, 241
10.00	Mental Health/Outpatient Records (DoD Civilians)	information related to conducting psychological evaluations of individuals and other consultations related to mental health services, including social work case records and information and specialized mental health records containing the results of detailed comprehensive neuropsychological examinations	related to interviews of patients and appropriate individuals to assist in the adjustment of the patient and in the evaluation of personnel and social data for diagnosis and treatment	Retire to NPRC (CPR) 2 years after the calendar year of the last treatment evaluation. AUTH: N1-330-01-2 See Note Number: 212, 213, 214, 242, 243
11.00	Neuropsychological Test in Mental Health Clinic	electronically generated mental health records containing the results of detailed comprehensive neuropsychological examinations maintained in Neuropsychological software and databases	at mental health clinics and support agenices that provide Neuropsychological testing and examinations	Destroy 5 years after the end of the calendar year the case is closed. AUTH: N1-AFU-97-8 See Note Number: 212, 213, 214
12.00	Substance Abuse Records (Active Duty, Retired and Family Members)	results of biochemical urine analysis and other tests, individualized treatment plans, observations of patients behavior, progress during treatment, documentation by physician and other clinical personnel and discharge disposition	at outpatient mental health clinics	Destroy 5 years after the end of the calendar year the case is closed or when treatment ends. AUTH: N1-330-01-2 See Note Number: 212, 213, 214, 241
12.01	(RESERVED)			(RESERVED)

				See Note Number: 212, 213, 214, 241
13.00	Family Advocacy-Met the Criteria for Maltreatment	documents relating to substantiated and unsubstantiated cases of child or spouse maltreatment under the provisions of the Family Advocacy Program. SF Form 600, Chronological Record of Medical Care, case management summary, record of referral, extract of pertinent information from the police report, CID report and other investigative reports and supportive data, evaluation of case, record of services and counseling provided, treatment data and related documents	pertinent data and related documents. SF Form 600, Chronological Record of Medical Care, case management summary, record of referral, extract of pertinent information from the police report, CID report and other investigative reports and supportive data, evaluation of case, record of services and counseling provided, treatment data and related documents	Destroy as a family group 25 years after the end of the calendar year in which the case review committee determination was made or treatment ends. AUTH: N1-330-01-2 See Note Number: 212, 213, 214, 218, 664, 665, 666
14.00	Family Advocacy-Did Not Meet the Criteria for Maltreatment	documents relating to unsubstantiated cases of child or spouse maltreatment under the provisions of the Family Advocacy Program	SF Form 600, Chronological Record of Medical Care, case management summary, record of referral, extract of pertinent information from the police report, CID report, and other pertinent investigative reports and supportive data, evaluation of case, record of services and counseling provided, treatment data, and related documents	Destroy 2 years after the end of the calendar year in which the case review committee determination was made. AUTH: N1-330-01-2 See Note Number: 212, 213, 214, 665, 666
15.00	Emergency Room Treatment	copies of SF 558, Medical Record-Emergency Care and Treatment	at emergency rooms	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 158, 212, 213, 214
16.00	Substance Abuse Control Statistics at HQ USAF/SG	reports on substance abuse program from 1 Oct 94 forward (Table 36-1, Rule 13	at HQ USAF/SG	Retire as permanent. AUTH: NC-174-77 See Note

		applies to records prior to 1 Oct 94.)		Number: 6, 212, 213, 214
17.00	Substance Abuse Control Statistics at MAJCOM	reports on substance abuse program from 1 Oct 94 forward (Table 36-1, Rule 13 applies to records prior to 1 Oct 94)	at MAJCOM	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 214
17.01	Substance Abuse Control Statistics Below MAJCOM	reports on substance abuse program from 1 Oct 94 forward (Table 36-1, Rule 13 applies to records prior to 1 Oct 94.)	below MAJCOM	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Secondary Prevention Records	assessment and survey instruments, service plans and chrnological data	prevention contact activity file	Destroy 2 years after the end of the calendar year in whch it was closed. AUTH: See Note Number: 212, 213, 214
19.00	Educational and Developmental Intervention Svcs (EDIS) for Medically Related Svcs and Early Intervention Svcs (EIS)	documents relating to the EDIS include the DD Form 2005, Privacy Act Statement, signed by every adult family member interviewed; HIPAA statement(s); Procedural Safeguards trifold and Due Process Procedures handout; SF Form 600, Chronological Record of Medical Care for progress notes. DoDDS generated forms requesting evaluations and assessments	maintained by the MFT in USAFE and MTFs at Maxwell AFB AL and Robins AFB GA for Section 6 Schools	Destroy after 25 years. Transfer to the National Personnel Record Center, 9700 Page Blvd., St. Lois, MO 63132, 2 years after the child is discharged from EDIS or EIS program AUTH: N1-AFU-03-13 See Note Number: 212, 213, 214
20.00	Ed and Develop Intervention Svcs (EDIS) for Medically Related Svcs (MRS)School Aged Children and Early Intevention (EIS)	AF Form 4269, Consent for Release or Request of Information; AF Form 4270, Permission to Screen/Evaluate; AF Form 4271, Certificate of Eligibility, AF Form 4267, Individualized Family Service Plan Review/Change Form; AF Form 4268, Individualized Family Service Plan	maintained by the MFT in USAFE for school aged children from birth to 3-years old	Destroy after 25 years. Transfer to the National Personnel Record Center, 9700 Page Blvd., St. Louis, MO 63132, 2 years after the child is discharged from EDIS or EIS program. AUTH: N1-AFU-03-13 See Note Number: 212, 213, 214
21.00	Educational and Developmental Intervention Services (EDIS) for Early	AF Form 4267, Individualized	maintained by the MTF at Maxwell	Destroy after 25 years. Transfer

	Intervention Services (EIS) (Birth to 3-Years Old)	Family Service Plan Review/Change Form; AF Form 4268, Individualized Family Service Plan; AF Form 4269, Consent for Release or Request of Information; AF Form 4270, Permission to Screen/Evaluate; AF Form 4271, Certificate of Eligibility	AFB AL and Robins AFB GA for Section 6 Schools	to the National Personnel Record Center, 9700 Page Blvd., St. Louis, MO 63132, 2 years after the child is discharged from EDIS or EIS program. AUTH: N1-AFU-03-13 See Note Number: 212, 213, 214
22.00	Special Needs Identification and Assignment Coordination Process	documents relating to the Special Needs Assignment Coordination Record include the DD Form 2005, Privacy Act Statement, signed by every adult family member interviewed; HIPAA statement(s); AF Form 2523, Special Needs Identification and Assignment Coordination Information Form; Family Datasheet, which includes family contact information; SF Form 600, Chronological Record of Medical Care; AF Form 146600, 200220228 (EF-V1) Request for Family Member's Medical and Educational Clearance for Travel; AF Form 1466DO, 200220228 (EF-V2), Dental Health Summary; DD Form 2792 and Addendums; and all other supporting documentation to include the most recent medical documentation supporting the need for the Q-Code designation. A letter to AFPC requesting assignment limitation Code-Q, and clinical notes for any counseling to assist with coping with the special needs. A	maintained by the MTF	Destroy after 25 years. Transfer to the National Personnel Record Center, 9700 Page Blvd., St Louis, MO 63132, 2 years after the end of the calendar year in which Q-code deletion request has been affirmed by AFPC. AUTH: N1-AFU-03-13 See Note Number: 212, 213, 214

		copy of notification of the "Q-Code" removal for active duty sponsors to the installation servicing Military Personnel Flight		

Table 41-13

MEDICAL, STATISTICAL AND RELATED REPORTS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Report of Patients at HQ USAF and MAJCOMs	Report of Patients (AF Form 235 series) which provides current data on various aspects of medical workload and capability	at HQ USAF and MAJCOMs	Destroy after 3 years or when facility is inactivated, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Report of Patients Below MAJCOMs	Report of Patients (AF Form 235 series) which provides current data on various aspects of medical workload and capability	below MAJCOMs	Destroy after 2 years or when facility is inactivated, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.01	Report of Patients Monthly Machine Tabulations	data obtained from report of patients	at HQ AFMOA	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.02	Report of Patients Annual Machine Tabulations	data obtained from report of patients	at HQ AFMOA	Destroy after 50 years if no longer needed. AUTH: N1-AFU-90-3 See Note Number: 183, 212, 213, 214, 623
3.00	Clinical Record Cover Sheets	copies for statistical purposes	at MAJCOM Surgeon Generals	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.01	Clinical Record Code Sheet	code sheet	clinical record code sheet	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Clinical Reference Indexes of Diagnoses, Operations and Deaths at Hospitals With Clinical Records Libraries	machine listings, supplemented by Clinical Reference Index cards	at hospitals with clinical records libraries	Destroy after 10 years or when facility is inactivated, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Clinical Reference Indexes of Diagnoses, Operations and Deaths at Hospitals Without Clinical Record Libraries	machine listings, supplemented by Clinical Reference Index cards	at hospitals without clinical record libraries	Destroy after 5 years or when facility is inactivated, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

6.00	Clinical Record Cover Sheet Tabulations at Hospitals With Clinical Records Libraries	monthly and periodic machine tabulations of data obtained from the clinical record cover sheets	at hospitals with clinical records libraries	Destroy after 10 years or when facility is inactivated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.01	Clinical Record Cover Sheet Tabulations at Hospitals Without Clinical Record Libraries	monthly and periodic machine tabulations of data obtained from the clinical record cover sheets	at hospitals without clinical record libraries	Destroy after 5 years, or when facility is inactivated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.02	Clinical Record Cover Sheet Tabulations at MAJCOMs	monthly and periodic machine tabulations of data obtained from the clinical record cover sheets	at MAJCOMs	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.03	Clinical Record Cover Sheet Tabulations at HQ AFMOA	monthly and periodic machine tabulations of data obtained from the clinical record cover sheets	at HQ AFMOA	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.04	Annual Machine Tabulations	annual machine tabulations	monthly and periodic machine tabulations of data obtained from the clinical record cover sheets	Destroy after 50 years if no longer needed. AUTH: N1-AFU-90-3 See Note Number: 183, 212, 213, 214, 623
7.00	Health Tables, Charts and Statistical Reports	health tables, charts and statistical reports	data concerning disease rates, bed utilization, workload etc. for local programs	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Medical Expense and Performance Reporting System (MEPRS)	computer data including the Expense Assessment Subsystem (EAS) III database (i.e., electronic media	at MTFs	Destroy after 5 years fiscal year. AUTH: N1-AFU-96-18 See Note Number: 212, 213, 214
9.00	Medical Expense and Performance Report (MEPR)	medical expense and performance report (MEPR)	at MTFs	Destroy after 5 fiscal years. AUTH: N1-AFU-96-18 See Note Number: 212, 213, 214, 623
10.00	Other Standard/Adhoc Expense Assessment Subsystem (EAS) III Reports	all other standard/adhoc Expense Assessmenet Subsytem (EAS) III reports	at MTFs	Destroy when no longer needed. AUTH: N1-AFU-96-18 See Note Number: 212, 213, 214
11.00	AF Form 3078, Monthly Personnel Time and Salary Distribution	AF Form 3078, Monthly Personnel Time and Salary Distribution	at MTFs	Destroy after 3 months. AUTH: N1 -AFU-96-18 See Note Number: 212, 213, 214
12.00	Nightly Backup Tapes	nightly backups	at MTFs	Delete when the identical records have been deleted or when replaced by a subsequent backup file. AUTH: GRS20, Item 8b See Note Number: 212, 213, 214, 445
13.00	End-of-month Ancillary Cycle Tape	end-of-month ancillary cycle tape	at MTFs	Delete when the identical records have been deleted or when replaced

				by a subsequent backup file. AUTH: GRS20, Item 8b See Note Number: 212, 213, 214, 630
14.00	End-of-Month Personnel Backup Tape	end-of-month personnel backup tape	at MTFs	Delete when the identical records have been deleted or when replaced by a subsequent backup file. AUTH: GRS20, Item 8b See Note Number: 212, 213, 214, 630
15.00	End-of-Month Air Force Per-Merge Backup	end of month Air Force per-merge backup	at MTFs	Delete when the identical records have been deleted or when replaced by a subsequent backup Table 41-13 R file. AUTH: GRS20, Item 8b See Note Number: 212, 213, 214, 630
16.00	End-of-Month Expense Assessment Subsystem EAS III System Backup	end-of-month Expense Assessment Subsystem (EAS) III system backup tapes	at MTFs	Delete when the identical records have been deleted or when replaced by a subsequent backup file. AUTH: GRS20,ITEM8b See Note Number: 212, 213, 214, 631
17.00	End-of-Year Tapes (4 tapes)	end of year tapes	at MTFs	Delete when the identical records have been deleted or when replaced by a subsequent backup file. AUTH: GRS20,ITEM8b See Note Number: 212, 213, 214, 632

Table 41-14

PHARMACY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Prescription Records	DD Form 1289, DOD Prescription; AF Form 781, Multiple Item Prescription	at pharmacies	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Stock Records	AF Form 582, Pharmacy Stock Record	at pharmacies	Destroy 3 years after last entry. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Controlled Substances	AF Form 579, Controlled Substances Register	at pharmacies	Destroy 2 years after last entry on sheet. AUTH: N1-AFU-90-

				3 See Note Number: 212, 213, 214
4.00	Receipts, Disbursements and Inventories of Controlled Drugs	receipts of issue from medical supply and bulk drug orders	for narcotics, ethyl alcohol, whiskey, brandy, wine, and all drugs, as well as inventories of drugs	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Bulk Orders of Noncontrolled Drugs	bulk orders	for noncontrolled drugs	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Inspection of Drugs and Biologicals	inspection of drugs and bilogicals	monthly reports of inspection of ward and clinic drug stocks	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Bulk Compounding	bulk compounding	AF Form 2380, Pharmacy Manufacturing Control Data; AF Form 2382, Pharmacy Bulk Compounding Chronological Control Log	Destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	AF Form 2381, Pharmacy Master Formula	a form	AF Form 2381, Pharmacy Master Formula	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Inpatient Dispensing Records	inpatient dispensing records	medication profiles, including AF Form 3067, Intravenous Record and AF Form 3069, Medication Administration Record	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Reports, Surveys and Reviews	reports, surveys and reviews	drug utilization reviews, quality assurance, risk management reports, adverse drug reactions and other special reports	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Nonprescription Records	nonprescription records	over-the-counter handout medication requests	Destroy after 6 months. AUTH: N1-AFU-90-2 See Note Number: 212, 213, 214

Table 41-15

MEDICAL SERVICE ACCOUNT AND PROPERTY RECORDS

R	A	B	C	D

U L E	If the records are or pertain to	consisting of	which are	then
1.00	Medical Service Accounts	copies of cash collection vouchers or similar forms, used for medical resource management purposes	at medical treatment facilities	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
1.01	Supporting Receipts Listed on Cash Collection Vouchers	supporting receipts listed on cash collection vouchers	at medical treatment facilities	Destroy 6 years and 3 months from date of account. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 544
2.00	Patient's Fund Account Books	patient's fund account books	ledgers, journals and related records constituting an auditable set of records to account for patient's funds deposited for safekeeping	Destroy 2 years after the close of the FY to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.01	Patient's Fund Account Books - Clearance Required	patient's fund account books - clearance required	ledgers, journals and related records constituting an auditable set of records to account for patient's funds deposited for safekeeping	Destroy 1 year after evidence of clearance is secured. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Records of Patients Storing Valuables	records of patients storing valuables	records pertaining to patients funds and valuables deposited for safekeeping, such as Record of Patient Storing Valuables (AF Form 1053), Envelope for Storing Patient's Valuables (AF Form 1052), Patient's Effects Storage Tag and any similar records	Destroy 18 months after close of the FY to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.01	Records of Patients Storing Valuables - Clearance Required	records of patients storing valuables - clearance required	records pertaining to patients funds and valuables deposited for safekeeping, such as Record of Patient Storing Valuables (AF Form 1053), Envelope for Storing Patient's Valuables (AF Form 1052), Patient's Effects Storage Tag and any similar records	Destroy 1 year after evidence of clearance is secured. See Note Number: 212, 213, 214
4.00	Patient's Property Records	patient's propert records	property slips, tags, receipts and similar records which are a record of the receipt and return of patient's property, except funds and valuables	Destroy 6 months after departure of patient. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214
5.00	Treatment of Pay Patients	treatment of pay patients	Report of Treatment Furnished Pay Patients-Hospitalization Furnished (Part A) (DD Form 7), Report of Treatment Furnished Pay Patients-Outpatient Treatment Furnished (Part B) (DD Form 7a), reports of hospitalization and outpatient treatment of VA, Bureau of Employees Compensation beneficiaries and similar reports	Destroy 4 years after close of FY. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 41-16

HOSPITAL ACCREDITATION AND HOSPITAL MEMBERSHIP RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Certificates of Accreditation	certificate that hospital is accredited by the Joint Commission on Accreditation of Hospitals (JCAH)	at hospitals	Return the certificate promptly to JCAH on inactivation, reduction to dispensary status, revocation, or any other reason for termination of accreditation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Accreditation Survey Reports and Records	reports of presurvey inspections by MAJCOMs, application for survey, survey reports of JCAH and related correspondence	at hospitals	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Copies of JCAH Survey Reports and Related Correspondence	copies of JCAH survey reports and related correspondence	at HQ USAF/SG	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Accreditation References	Hospital Accreditation References, Bulletins of the JCAH, other information on current accreditation requirements	at hospitals	Destroy when superseded or hospital's accreditation status is terminated through inactivation or reduction to dispensary status. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	American Hospital Association (AHA) Membership	American Hospital Association (AHA) membership	records pertaining to membership in AHA, survey reports and related records	Destroy after 5 years or when superseded, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 41-17

USAFA MEDICAL SERVICE

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Cadet Injury/ Illness Report	forms documenting cadet's duty limitations, restrictions or excusals resulting from medical treatment or examination	at the Cadet Clinic	Destroy after 3 months or when no longer needed, whichever is sooner. AUTH: NC1-461-82-10 See Note Number: 212, 213, 214
2.00	Vision Survey	forms recording information on refractions for cadets	at Optometry Clinic	Destroy when superseded, obsolete or no longer needed. AUTH: NC1-461-82-10 See Note Number: 212, 213, 214

Table 44-1

MEDICAL EDUCATION AND RESEARCH

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Medical Research and Experimental Case Files	medical research and experimental case files	records of work in process or completed and individual participation records	Retain records until the program discontinues operations or is taken over or acquired by another program, then purge (destroy) records unless they meet one of the exemptions in 42 CFR Chapter 10-1, Section 2.19. AUTH: 42 CFR, Ch 1, S2.19a
2.00	Professional Papers Reports of Expeirmental Studies on Research Carried Out at Hospitals	professional papers reports of experimental studies on research carried out at hospitals	reports of experimental studies or research carried out at hospitals	Retain records until the program discontinues operations or is taken over or acquired by another program, then purge (destroy) records unless they meet one of the exemptions in 42 CFR Chapter 10-1, Section 2.19. AUTH: 42 CFR, Ch 1, S2.19a
3.00	Aeromedical Research Data Papers	medical examinations performed on selected personnel by medical facilities throughout the AF and forwarded to USAF School of Aerospace Medicine, Brooks AFB	at USAF School of Aerospace Medicine (USAFSAM)	Destroy after determining that resulting microfilm meets archival standards. AUTH: N1-AFU-90-3
3.01	Aeromedical Research Data Microfilm	aeromedical research data microfilm	at USAF School of Aerospace Medicine (USAFSAM)	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Continuing Health Education (CHE) Program	Continuing Health Education (CHE) program	records for planning and documenting CHE activities	Destroy after 6 years. AUTH: N1-AFU-86-62 See Note Number: 212, 213,

			certified as Category I by the AMA/PRA	214

Table 44-2

LABORATORY RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Clinical Laboratory Reports	duplicate copies of clinical laboratory reports, water and food analysis, periodic reports of laboratory activities	laboratory copies	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Ledgers and Logs	ledgers and logs	general purpose ledgers of clinical specimens or patient identification information, shipping and receiving registers	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Blood Transfusions Request for Blood Products	blood transfusion forms (SF 518); 3 copies to request blood products	laboratories copies	Destroy after 7 days if product not required. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.01	Blood Transfusions Retained When Product is Issued	blood transfusions retained when product is issued with 1st and 2nd copies	laboratories copies	File in outpatient record. AUTH: N1-AFU-91-2 See Note Number: 212, 213, 214
3.02	Patient Chart Copy to Record Transfusion and Reaction Data	patient chart copy to record transfusion and recation data	SF 518 1st copy, original, post transfusion	File in patient's chart after completion. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.03	SF 518 2nd Copy, Post Transfusion	SF 518 2nd copy, post transfusion	laboratory records concerning transfused blood products	Destroy after 7 years if no longer required for patient treatment data. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Blood Donor Medical Histories and Blood Bank Agreements	Blood Donor Record Cards (DD 572) Recording reactions and Disposition of Blood Donors, Shipping Inventory of Blood Products (DD Form 573), blood donor and blood bank processing records and ledgers, issue and receipt for blood products issued	laboratory copies	Destroy after 10 years or when no longer needed to meet the accreditation requirements of the American Association of Blood Banks, whichever is later. (Do not retire to a Federal Records Center). AUTH: N1-AFU-96-5 See Note Number: 212, 213, 214
4.01	Investigation and Findings of Transfusion and Lot Numbers or Reagents Used	investigation and findings of transfusion and lot numbers or reagents used	laboratory copies	Destroy after 5 years. AUTH: N1-AFU-96-5 See Note Number: 212, 213, 214

4.02	Ledgers Recording Processing of Each Transfusion Request	local agreements/contracts with civilian blood banks	laboratory copies	Destroy after 10 years. AUTH: N1-AFU-96-5 See Note Number: 212, 213, 214
5.00	Tissue Examination	tissue examination forms forwarded with fixed specimens and/or other data for histopathological examinations	at Class A and B laboratories	Destroy 3 months after preparation of final report (see Rules 7 and 8). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Tissue Examination at Other Medical Facilities	tissue examination forms forwarded with fixed specimens and/or other data for histopathological examinations	at other medical facilities	Destroy 3 months after receipt of completed report from histopathology facility. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	SF 515, Final Report of Tissue Examination	SF 515, Final Report of Tissue Examination including the rough draft permanently affixed to the final report	at Class A and B laboratories	Destroy after 7 years, or when no longer needed for training, historical or research purposes, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	SF 515, Final Report of Tissue Examination	SF 515, Final Report of Tissue Examination including the rough draft permanently affixed to the final report	at Class C and D laboratories	Destroy after 5 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.01	Slides and/or Blocks	information	slides and/or blocks	Maintain and destroy per AFJI 48-124, Armed Forces Institute of Pathology and Armed Forces Histopathology Centers. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Cytology Examination	copies of Class I cytology examination reports of vaginal, cervical and other fluids and tissue scrapings	at Class A and B laboratories	Destroy after 5 years, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Class II-V Cytology Examination Reports of Vaginal, Cervical and Other Fluids and Tissue Scrapings	Class II-V Cytology examination reports of vaginal, cervical and other fluids and tissue scrapings	at Class A and B laboratories	Destroy after 7 years or when no longer needed for training, historical or research purposes, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.01	Copies of Class I-V Cytology Examination Reports	copies of Class I-V Cytology examination reports	at Class C and D laboratories	Destroy after 7 years or when no longer needed for training, historical or research purposes, whichever is later. AUTH: N1-AFU-90-3
11.00	Autopsy Reports	autopsy reports	Medical Record-Autopsy Protocol (SF 503), Clinical	File in deceased's clinical and health records. AUTH: N1-AFU-91-11

			Record-Authorization for Autopsy (SF 523) or similar records	See Note Number: 214
11.01	Autopsy Protocol Histopathology Centers and Medical Facilities with Pathologist or Anatomic Pathology Service	abstracts of clinical records and other records and materials which relate to individual cases	at Area Histopathology Centers and medical facilities that have a pathologist or an anatomic pathology service	Destroy per AFI 48-124. AUTH: N1-AFU-91-11 See Note Number: 212, 213, 214, 617
11.02	Autopsy Protocol Medical Facilities Without Pathologist or Anatomic Pathology Service	abstracts of clinical records and other records and materials which relate to individual cases	at medical facilities that do not have a pathologist or an anatomic pathology service	Destroy when no longer needed. AUTH: NI-AFU-91-11 See Note Number: 212, 213, 214, 545
12.00	Autopsy Specimens Surgical Indexes and Ledgers	clinical reference and alphabetical name cards and ledgers	at Area Histopathology Centers and medical facilities that have a pathologist or an anatomic pathology service	Destroy/delete upon disposition of related surgical/autopsy records. AUTH: N1-AFU-91-11 See Note Number: 212, 213, 214, 617
12.01	Autopsy Specimens Surgical Indexes and Ledgers	clinical reference and alphabetical name cards and ledgers	at medical facilities that do not have a pathologist or an anatomic pathology service	Destroy/delete when no longer needed. AUTH: N1-AFU-91-11 See Note Number: 212, 213, 214, 545
13.00	Sobriety Examination	results and requests for results of sobriety examination and related papers	at medical facilities for possible use for military justice purposes	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Water Pollution Analysis	water pollution analysis	waste water surveillance analysis and related correspondence and reports	Destroy after 1 year or after next analysis of same source. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Summaries, Survey Reports, Workloads and Special Reports	year-end summaries of laboratory activities, quality control, and/or proficiency survey reports, raw count workloads for preparing reports and other special reports concerning specimens and/or activities	for patient treatment or laboratory management purposes	Destroy after 2 years or when no longer needed for patient treatment, training or management purposes, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 44-3

RADIOLOGY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Entrance and Separation X-Ray Film	entrance and separation x-ray film	X-ray film exposed during medical examinations of civilians who are inducted, enlisted, appointed or commissioned in the active military service or in the	Retain no longer than 4 months after creation. N1-330-01-2 See Note Number: 212, 213, 214, 667

			Reserves and National Guard. X-ray film exposed during medical examinations of military personnel who reenlist or receive appointments as commissioned or warrant officers. X-ray film exposed during a release from active duty or separation examination.	
2.00	(RESERVED)			(RESERVED)
3.00	(RESERVED)			(RESERVED)
4.00	(RESERVED)			(RESERVED)
5.00	X-Ray Films on Applicants Accepted by Military Academies and Preparatory Schools	X-ray film	relating to applicants for the military academies and preparatory schools	Destroy 5 years after date of last film. AUTH: N1-330-01-2 See Note Number: 212, 213, 214
6.00	(RESERVED)			(RESERVED)
7.00	(RESERVED)			(RESERVED)
8.00	Civilian Routine Employment X-Ray Film	X-ray film	not related to occupational illness, injury or accident	Destroy 5 years after date of last film. AUTH: N1-330-01-2 See Note Number: 212, 213, 214
9.00	Negative Military Occupational Illness X-Ray Film	X-ray file	taken for medical surveillance of personnel exposed to toxic substances or harmful physical agents in their work environment where no evidence of occupational illness has been found	Destroy 5 years after the end of the calendar year of the date of the last x-ray. AUTH: N1-330-01-2 See Note Number: 214
9.01	(RESERVED)			(RESERVED) See Note Number: 214
10.00	Diagnosis X-Rays Film	X-ray and cardiac catheterization film	exposed during periodic physical examinations, examinations for flight, promotion, or other special training. Not including entrance or separation x-rays.	Destroy 5 years after the end of the calendar year in which last film was taken. AUTH: N1-330-01-2 See Note Number: 212, 213, 214
11.00	X-Rays of Unusual Interest or Those Selected for Teaching Purposes	x-rays of unusual interest or those selected for teaching purposes	oversized and will not fit in the medical folder	Destroy/salvage after 5 years, or when of no further value, whichever is later (Exception: refile rule 9 x-rays in appropriate medical folder or holding area). AUTH: N1-AFU-89-18 See Note Number: 212, 213, 214
12.00	(RESERVED)			(RESERVED)

13.00	(RESERVED)			(RESERVED)
14.00	Mammograms/Breast Ultrasound	X-rays and ultrasounds taken of breast tissue	for purposes of detecting breast disease	Destroy 10 years after the end of the calendar year of the last film. AUTH: N1-330-01-2 See Note Number: 212, 213, 214, 658
15.00	X-Ray Film on Applicants Rejected for Pulmonary Tuberculosis Reasons	Chest x-ray film of applicants	rejected for reason of pulmonary tuberculosis	Destroy immediately. AUTH: N1-330-01-2 See Note Number: 212, 213, 214, 668
16.00	X-Ray Film on Applicants Rejected for Other Medical Reasons	Chest x-ray film of applicants	rejected for other than pulmonary tuberculosis reasons	Destroy after results have been entered on physical examination form. AUTH: N1-330-01-2 See Note Number: 212, 213, 214
17.00	X-Ray Film on Applicants Rejected for Other Than Medical Reasons	X-ray film of applicants registrants	rejected for other than medical reasons	Destroy immediately. AUTH: N1-330-01-2 See Note Number: 212, 213, 214
18.00	Chest X-rays for Tuberculosis Case Finding Purposes-Negatives Indicating Pathology	chest x-rays for tubercolosis cases finding purposes-negatives indicating pathology	film accumulated by mobile X-ray service units	Include in patient's medical record. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Chest X-rays for Tuberculosis-Negatives-Normal Chest	chest x-rays for tubersolosis-negatives-normal chest	film accumulated by mobile X-ray service units	Destroy after 1 month. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Unidentified Exposed X-ray Film	unidentified exposed x-ray film	x-rays which cannot be identified with the individuals to whom they pertain	Destroy when encountered. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Nominal Index File	nominal index file	cards filed alphabetically as index to X-ray films	Retire or destroy concurrently with the X-rays to which they relate. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.00	Radiation and Radium Therapy	radiation and radium therapy	copies of the following clinical record forms: Radiation Therapy, Radiation Therapy Summary, Radium Therapy and Doctor's Progress Notes, filed in the Radiology Department (except those in the individual's medical record)	Disposition pending... AUTH: Unscheduled
23.00	Radiation Oncology Film	radiation oncology film	film produced during radiation treatment	Destroy 15 years after the end of the calendar year in which the last medical treatment was given. AUTH: N1-330-01-2 See Note Number:

				212, 213, 214
24.00	Active Radiation Oncology Therapy Records	active radiation oncology therapy records	records that include all diagnostic information, historical data, physical examinations, pathological reports, radiation treatment plans, field diagrams, dosimetry, special and routine physics calculations and data, daily treatment and dose details, acute and late effects information and related documents	Destroy after 50 years. AUTH: N1-330-01-2 See Note Number: 212, 213, 214, 659
25.00	Closing Radiation Oncology Therapy Records	closing radiation oncology therapy records	records that include all diagnostic information, historical data, physical examinations, pathological reports, radiation treatment plans, field diagrams, dosimetry, special and routine physics calculations and data, daily treatment and dose details, acute and late effects information and related documents	Destroy after 50 years. AUTH: N1-330-01-2 See Note Number: 212, 213, 214, 660

Table 44-4

SPECIAL DIAGNOSTIC RECORDS, TUMOR REGISTRY AND MEDICAL ILLUSTRATIONS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Electrocardiograms and Reports in CAPOC	electrocardiograms (EKGs)	in CAPOC (Computer Assisted Practice of Cardiology) computer database	Destroy (delete) after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Electrocardiograms and Reports Facilities without CAPOC	EKGs accessed from CAPOC computer system and/or copies of electrocardiographic reports from health records	at the Aerospace Medical Division, laboratories, medical facilities using them for teaching/research or those facilities without CAPOC	Destroy after 5 years or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Electroencephalo-graphic Tracings and Reports Abnormal Findings	electroencephalo-graphic tracings and reports abnormal findings	graphic recordings of electrical activity of the brain and retained copies of reports	Destroy after 5 years, provided a copy of the report is in the individual's medical record. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Electroencephalo-graphic Tracings and Reports Normal Findings	electroencephalo-graphic tracings and reports normal findings	graphic recordings of electrical activity of the brain and retained copies of reports	Destroy after 1 year, provided a copy of the report is in the individual's medical record. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Pulmonary Function	pulmonary function	retained copies of	Destroy after 5 years,

	Tracings and Reports	tracings and reports	consultation sheet, original pulmonary function tracings and applicable reports	provided original reports have been placed in individual's medical record. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Hearing Conservation Originals	hearing conservation originals	hearing conservation data forms and related records for recording results of audimetric examinations	File in military health record or nonmilitary outpatient record and dispose of per Table 41-12. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Hearing Conservation Duplicates	hearing conservation data forms and related records	for recording results of audimetric examinations	Send to Aerospace Medical Division, Brooks AFB TX 78235. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Tumor Registry	diagnostic, therapeutic and survival data on patients with an established diagnosis of malignant neoplasm and related records	at medical facilities with tumor registries	Upon inactivation of tumor registry or medical treatment facility (MTF), send to MTF assuming the tumor registry responsibility. If no MTF has been designated to assume the tumor registry responsibility from the closing MTF, then request approval from HQ. AUTH: N1-AFU-90-3 See Note Number: 214
9.00	Medical Illustration Files Original Photographic Material	work orders (Medical Illustration Request and Release), original color transparencies and related completed medical artwork	at approved medical treatment facilities	Forward to Armed Forces Institute of Pathology (AFIP) (Chief, Medical Illustration Service), Wash DC 20305, 4 times a year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Medical Illustration Files Duplicate Photographic Material	copies of work orders, negatives of patient prints and a set of color transparencies	at approved medical treatment facilities	Destroy at medical facility upon its inactivation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Medical Illustration Patient and Subject Index Cards	medical illustration patient and subject index cards	at approved medical treatment facilities	Hold at medical facility until its inactivation; then forward to AFIP address in Rule 9. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Medical Illustration Patient Registers	medical illustration patient registers	at approved medical treatment facilities	Hold at medical facility until its inactivation; then forward to AFIP address in Rule 9. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Medical Illustration Other Work Orders	medical illustration	other work orders	Destroy after 1 year. AUTH: N1-AFU-92-5

				See Note Number: 212, 213, 214
14.00	Special Cardiographic Procedures	special cardiographic procedures	holter monitoring, exercise stress testing, echocardiography	Destroy after 5 years, provided the original reports have been placed in the individual's medical record or when no longer needed for teaching purposes, whichever is later. AUTH: N1-AFU-96-19 See Note Number: 212, 213, 214

Table 44-5

DRUG ABUSE TESTING PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Drug Abuse Testing Rosters, Random Selection Records	drug abuse testing rosters, random selection records	at base medical facility and unit level	Destroy 3 months after all members listed are tested or a no show record is prepared or received. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Drug Abuse Testing Personnel Failing to Report for Testing	no show record	at base medical facility and unit level	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Drug Abuse Testing Urinalysis Ledger	drug abuse testing urinalysis ledger	at base medical facility	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Drug Abuse Testing Drug Screening Urinalysis Record	drug abuse testing drug screening urinalysis record	at base medical facility and testing laboratory	Destroy after record with annotated results is prepared or received. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Drug Abuse Testing Chain of Custody at Testing Laboratory	drug abuse testing chain of custody	at testing laboratory	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Drug Abuse Testing Chain of Custody at Base Medical Facility	drug abuse testing chain of custody	at base medical facility	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Drug Testing Results at Testing Laboratory	drug screening urinalysis record, with annotated results (negative/positive) and related records	at testing laboratory	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Drug Testing Results at Base Medical Facility and Unit Level	drug screening urinalysis record, with annotated results (negative/positive) and related records	at base medical facility and unit level	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

9.00	Drug Abuse Urinalysis Testing Report and Biometric Data	drug abuse urinalysis testing report and biometric data	at HQ AFMOA and testing laboratory	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Drug Abuse Rehabilitation at HQ USAF, HQ AFMOA and MAJCOMs/FOAs (Note)	rehabilitation program report	at HQ USAF, HQ AFMOA and MAJCOMs/FOAs	See Note Number: 212, 213, 214
11.00	Drug Abuse Rehabilitation (Note) at Base Medical Facility	rehabilitation program report	at base medical facility	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 548
12.00	Drug Detection Quality Control	reports prepared by the Armed Forces Institute of Pathology and testing laboratory	at HQ AFMOA and testing laboratory	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 44-6

NUTRITIONAL MEDICINE SERVICE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Work Schedules	work schedules	Nutritional Medicine Service Work Schedule (AF Form 2578), Daily Absentee Record (AF Form 2581) and Medical Food Service Daily Work Assignment (AF Form 2577)	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	In-Service Training	training	in-service training	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Workload Data	workload data	Diet Census (AF Form 2573), Dietetics Patient Visit Clinical Summary (AF Form 2576), Patient Visit Register (AF Form 555) and information copy of Nutritional Medicine Service Cost Report (AF Form 541)	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Meal and Cash Control Records	meal and cash control records	Request for Issue or Turn-in (DD Form 1150), Hospital Invoice/ Receipt/Account Receivable Record (AF Form 1127), copies of Conventional and Operational Ration Earnings Record (AF Form 544), or A La Carte Ration Earnings Record (AF Form 544a), and for facilities supported by Base Food Service: ALACS Meal Order Record (AF Form 812), Electronic Cash Register Reports, and meal surcharge exemption logs	Destroy after 1 year, providing requirements of Table 65-3 are met. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Food Purchasing, Control, Storing,	food purchasing, control, storing, issuing and food cost data	Advance Orders, Subsistence Requests (AF Form 287), Tally-In-Out (AF Form 129), and Food Purchase/Use Record (AF Form 1742), extended copies Food Issue Record (AF Form	Destroy after 1 year, unless needed for operational

	Issuing and Food Cost Data		543), Refrigeration Unit Standard Temperature Chart (AF Form 638), basic daily food allowance component list computation, ALACS item pricing, ALACS price reduction record, Food Cost Record (AF Form 546), local delivery contracts and requests, subsistence inventory reports, and meal reimbursement rates	purposes. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Meal Planning	meal planning	Regular and Therapeutic Menus, Menu Planner and Analysis (AF Form 2580), Breakfast Menu Worksheet (AF Form 2495), Dinner/Supper Menu Worksheet (AF Form 2496)	Destroy after 1 year, unless needed for operational purposes. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Food Production and Service	food production and service	Outpatients' and Visitors' Meal Log (AF Form 2563), Nutritional Medicine Service Cash and Forms Receipt (AF Form 2570), Food Production Worksheets, Food Service Production Log (AF Form 662)	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Clinical Dietetics	clinical dietetics	Diet Record (AF Form 1741), Nutritional Care Plans, Therapeutic Menu Patterns, copies of Selective Menu (AF Forms 1737 and 1739), Therapeutic Menu (AF Forms 1738 and 1740), Nourishment Request (AF Form 2568), Nourishment (AF Form 2579)	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Diet Orders	diet orders	Diet Order (AF Form 1094), Diet Order Change (AF Form 2567) and diet orders for aeromedical evacuation patient meals	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 44-7

MEDICAL QUALITY ASSURANCE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Committee Meetings and Civilian Peer Reviews	minutes of the quality assurance and risk management (QA/RM) committee, executive committee, medical staff and facility-wide committee and civilian peer reviews	at medical treatment facilities (MTFs)	Destroy after 4 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Copies of QA/RM Committee and Civilian Peer Review Minutes at MAJCOMs/SG	minutes of the quality assurance and risk management (QA/RM) committee, executive committee, medical staff and facility-wide committee and civilian peer reviews	at MAJCOMs/SG	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212,

				213, 214
3.00	Professional Credentials Review Files - Adverse Action	records of practitioner's formal education, training, clinical experience, physical, moral and ethical character and activities concerning clinical privileges	medical and dental staff members and allied health care practitioners	Destroy 8 years after practitioner separates from the service. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Professional Credentials Review Files Non-Adverse Action Files	professional credentials review files non-adverse action files	records of practitioner's formal education, training, clinical experience, physical, moral and ethical character and activities concerning clinical privileges	Destroy 5 years after practitioner separates from the service. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Patient or Clinical Service Questionnaires/ Surveys	patient or clinical service questionnaires/ surveys	patient's opinion of the quality of care received and/or services rendered	Destroy after 1 year, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Medical Facility Incidents	medical facility incidents	statements, with supporting data, which report accidents inconsistent with routine medical facility operation or patient care and which establish follow-up remedial actions	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-88-39 See Note Number: 212, 213, 214
7.00	Quality Assurance Problem Status	quality assurance problem status	continuing and supporting records of the assessment, action and follow-up which is accomplished related to identified problems	Destroy after 2 years, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Identify Validated Positive Occurrences Screening	identify validated positive occurrences screening	checklists identifying specific potentially important results of medical or surgical treatment	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Identify No Validated Positive Occurrence Screening	screenings	not validated positive occurence screening	Destroy after 3 months. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214
10.00	Provider Activity Files	blood utilization review, medical records reviews and patient complaints	maintained by the medical treatment facility (MTF)	Destroy 1 year after the provider leaves the MTF. AUTH: N1-AFU-97-7 See Note Number: 212, 213, 214

Table 46-1

NURSING SERVICE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Nursing Supply Records	Central Nursing Supply Issue Record (AF Form 580) or comparable forms	at hospitals	Destroy 1 month after items have been returned and posted to inventory records. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Nursing Service Report	report	Nursing Service 24-Hour Report (AF Form 587) or comparable forms	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Ward Reports	Ward Reports	statistical reports or listings of ward patients, such as daily and weekly patient census, patient strength reports and ward patient rosters	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Operating Room Schedules Operations Performed for Each Day	register or ledger	operating room schedules operations performed for each day	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Operating Room Schedules Operations Scheduled for the Next Day	operating room schedules	operations scheduled for the next day	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Sterilizer Testing Documentation	sterilizer testing documentation	forms indicating the efficiency of sterilizers	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Delivery Room Log	delivery room log at	Books, ledgers or similar volumes	Destroy after 10

	at Creating Unit	creating unit	used to record patient identification; date and time of delivery; type of delivery; delivery provider; weeks gestation; Infant APGAR scores; infant weight and length; infant gender; complications, if any	years. AUTH: N1-AFU-97-3 See Note Number: 212, 213, 214
8.00	Delivery Room Log at Closing Bases	delivery room log at closing bases	Books, ledgers or similar volumes used to record patient identification; date and time of delivery; type of delivery; delivery provider; weeks gestation; Infant APGAR scores; infant weight and length; infant gender; complications, if any	Forward to host base for retention and destruction as outlined in Rule 7. AUTH: N1-AFU-97-3 See Note Number: 212, 213, 214

Table 47-1

INDIVIDUAL DENTAL HEALTH RECORDS AND X-RAYS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Individual Dental Health Records of AF Active Duty Military	dental health record folders containing dental examination and treatment forms such as Dental Health Record (SF 603), Consultation, Laboratory Reports, Dental Patient History, Periodontal Scoring Chart and related records and data	of AF active duty military personnel	Maintain and forward as prescribed in AFI 36-2608, AFI 47-101 and appropriate medical guidance. AUTH: N1-AFU-90-3 See Note Number: 184, 212, 213, 214, 541
2.00	Individual Dental Health Records of USA, USN and USMC Active Duty Military Personnel	dental health record folders containing dental examination and treatment forms such as Dental Health Record (SF 603), Consultation, Laboratory Reports, Dental Patient History, Periodontal Scoring Chart, and related records and data.	of USA, USN and USMC active duty military personnel	Maintain and forward as prescribed in AFI 36-2608, AFI 47-101 and appropriate medical guidance. AUTH: N1-AFU-90-3 See Note Number: 184, 212, 213, 214, 541
2.01	Individual Dental Health Records of AF Reserve Personnel	dental health record folders containing dental examination and treatment forms such as Dental Health Record (SF 603), Consultation, Laboratory Reports, Dental Patient History, Periodontal Scoring Chart and related records and data	on AF reserve personnel	Maintain and forward as prescribed in AFI 36-2608 and appropriate medical guidance. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Retired Military/Family Members and Non-NATO Foreign National Dental Records	dental health records and corresponding x-rays for each individual	retired military/family members and non-Nato foreign nationals	Destroy 3 years after the end of the calendar year of last treatment. AUTH: N1-330-01-2 See Note Number: 212, 213, 214
4.00	Civilian Employee Dental Records	dental health records and corresponding x-rays for each individual	civilian employee dental records	Destroy 3 years after the end of the calendar year of last treatment. AUTH: N1-330-01-2 See Note Number: 212, 213, 214

5.00	Individual Dental Health Records on American Red Cross Personnel	dental health record folders containing dental examination and treatment forms such as Dental Health Record (SF 603), Consultation, Laboratory Reports, Dental Patient History, Periodontal Scoring Chart and related records and data	on American Red Cross personnel	Send to Medical Director, American Red Cross, Washington DC 20006, 3 years after year of last treatment. AUTH: N1-AFU-90-3 See Note Number: 83, 121, 184, 212, 213, 214
6.00	Individual Dental Health Records on USCG Personnel on Active Duty	dental health record folders containing dental examination and treatment forms such as Dental Health Record (SF 603), Consultation, Laboratory Reports, Dental Patient History, Periodontal Scoring Chart and related records and data	on USCG personnel on active duty	Send to Commandant, US Coast Guard, Washington DC 20593, 1 year after year of last treatment. AUTH: N1-AFU-90-3 See Note Number: 83, 121, 184, 212, 213, 214
7.00	Dental Records - Military Academy Cadet Who Do Not Enter Active Duty	dental health records and corresponding x-rays for each individual	military academy cadets who do not enter active duty	Destroy 5 years after separation. AUTH: N1-330-01-2 See Note Number: 212, 213, 214
8.00	Individual Dental Health Records on Peace Corps and State Dept Personnel and All Other Personnel	dental health record folders containing dental examination and treatment forms such as Dental Health Record (SF 603), Consultation, Laboratory Reports, Dental Patient History, Periodontal Scoring Chart and related records and data	Peace Corps and State Department personnel and all other personnel	Retire to NPRC (CPR) 1 year after year of last treatment. AUTH: N1-AFU-90-3 See Note Number: 83, 121, 184, 212, 213, 214
9.00	Clinic Index Cards	Clinic index (AF Form 1942) cards	prepared for eventual inclusion with retired dental health records	Destroy immediately. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 543
10.00	Dental Treatment Plans	forms used within the dental service	for treatment planning	Destroy when proposed treatment has been completed and recorded on Dental Health Record (SF 603). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Temporary Dental Health Records Exchanged and Received Treatment Data From Another Dental Facility	temporary dental health records	exchanged and received treatment data from another dental facility	Destroy after all transcriptions have been made on long-term records and have been initialed by transcribing officer. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Temporary Dental Health Records Temporary Record Pending Arrival of Field Record Group	temporary dental health records	temporary record pending arrival of Field Record Group	Destroy after all transcriptions have been made on long-term records and have been initialed by transcribing officer. AUTH: N1-AFU-90-3 See Note Number:

				212, 213, 214
13.00	Dental X-ray Film Dental Diseases or Oral Manifestation of Systemic Diseases	exposed dental X-rays	taken for evaluation, treatment and follow-up care	Hold as part of the Dental Health Record. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Dental X-ray Film Initial, Full-mouth X-rays	exposed dental X-rays	dental x-ray film initial, full mouth x-rays	Hold, so long as legible, as part of the Dental Health Record. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Dental X-ray Film Incident to Hospitalized Dental Cases	exposed dental X-rays	dental x-ray film incident to hospitalized dental cases	Include with individual clinical records when required. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Dental X-ray Film Other Purposes and Determined To Be Of No More Value	exposed dental X-rays	obtained for other purposes and determined to be of no more value	Destroy when appropriate findings are entered on individual's Dental Health Record. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Dental X-ray Film Unusual Interest or Selected for Teaching or Research Purposes	exposed dental x-rays	judged by a dental officer to be of unusual interest or seected for teaching or research purposes	Hold in a separate file and destroy when no longer usable or needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Dental X-ray Film Unidentifiable	exposed dental X-rays	unidentifiable dental x-ray film	Destroy immediately. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 47-2

FACILITY DENTAL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Dental Appointments	dental appointments	registers and appointment slips	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Dental Attendance	dental attendance	records for dental service report data input	Destroy 3 months after submission of report. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Dental Services Reports	reports	dental services reports	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

4.00	Temporary Dental Prosthetic Case Reports	temporary dental prosthetic case reports	prosthodontic prescription and consultation requests not used to record local expenditures of precious metals or which show precious metal expenditure at another AF activity	Destroy 6 months after insertion of dental prosthesis. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Dental Registers of Precious Metals and Alloys	dental registers of preciois metals and alloys	registers and copies of prosthodontic prescriptions and consultation requests required as a voucher for expenditure of precious metals	Destroy 1 year after fiscal year cutoff or on inactivation of activity after final inspection has been made and exceptions have been cleared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Tooth Inventory Management	tooth inventory management	files that have been closed out	Destroy 1 year after fiscal year cutoff or on inactivation of dental facility where a final inventory has been made. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Dental Accreditation File	certificate that hospital dental service is accredited	property of the Council on Hospital Dental Service (CHDS)	Return the certificate promptly to CHDS on inactivation of dental facility, revocation or other reason for termination of accredited status. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Dental Accreditation File By-laws, Minutes Training File and Consultant Lists	dental accreditation file by-laws, minutes training file and consultant lists	accreditation guidelines, dental service by-laws, committee membership, minutes of hospital committees, special training file and consultant lists	Destroy after 1 year or on inactivation of dental facility. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 48-1

AEROSPACE MEDICINE PROGRAM RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Aerospace Medicine Reports	aerospace medicine reports	reports and comparable records used in supervising and monitoring the Aerospace Medicine Program applying the principles of flight medicine, military public health and occupational medicine	Destroy after 2 years (EXCEPTION: destroy copies maintained for research and teaching when no longer needed). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Medical Recommendation for Flying or Special Operational Duty in	medical recommendation for flying or special operational duty in	AF Form 1042 actions	Maintain according to appropriate medical guidance. AUTH: N1-AFU-90-3

	Member's Health Record	member's health record		See Note Number: 214
3.00	Medical Recommendation for Flying or Special Operational Duty at HOSM or FMO	AF Form 1042 actions	at HOSM Office, flight management office (FMO) or applicable office	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Application for Airman Medical Certificate and Report of Medical Examination	copies of FAA forms of medical history and examination	retained, according to appropriate medical guidance, by aviation medical officers authorized to perform medical examinations for applicants for FAA medical certificates	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Medical Recommendation for Flying or Special Operational Duty Log	a monthly log of AF Form 1042 actions maintained on AF Form 1041	at medical facilities	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 48-2

PHYSIOLOGICAL TRAINING/THERAPY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Chamber Flight Record (AF Form 701) Originals	AF Form 701, Chamber Flight Record originals	at USAFSAM	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Chamber Flight Record (AF Form 701) Copies	AF Form 701, Chamber Flight Record copies	at base training facilities	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 81, 212, 213, 214
3.00	Physiological Training Monthly Report (AF Form 700); Chamber Reactor/Treatment Report (AF Form 361) Originals	originals used for program planning and as a source for medical and flight safety research	at HQ USAF and USAFSAM	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	AF Form 700 and AF Form 361 copies	AF Form 700 and AF Form 361 copies	at other than HQ USAF and USAFSAM	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Physiological Training Record (AF Form 699)	AF Form 699, Physiological Training Record	at base training facilities	Destroy after 6 years. AUTH: N1-AFU-90-3 See Note Number: 81, 212, 213, 214
6.00	Physiological Training (AF Form 1274)	forms	AF Form 1274, Physiological Training	Give to individual on completion of training. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Individual Physiological Training Record (AF Form 702)	training record	AF Form 702, Individual Physiological Training Record	When member changes station, give member his/her file to hand-carry to gaining HOSM office; for any

				subsequently received related documents to gaining HOSM office. AUTH:N1-AFU-86-23 See Note Number: 212, 213, 214
8.00	AF Form 702 Non-Aircrew Personnel Records	forms	AF Form 702, Non-Aircrew Personnel Records	File in individual's medical record and destroy upon departure from active or reserve duty. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Hyperbaric Patient Information and Therapy Record (AF Form 1352); Medical Record-Narrative Summary (SF 502) Originals	originals	Hyperbaric Patient Information and Therapy Record (AF Form 1352); Medical Record-Narrative Summary (SF 502)	File in individual's health record. AUTH: N1-AFU-90-3 See Note Number: 214
10.00	AF Form 1352 and SF 502 first copy	AF Form 1352 and SF 502, first copy	at USAFSAM	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	AF Form 1352 and SF 502 other copy	AF Form 1352 and SF 502, other copy	at HQ USAF and MAJCOMs	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	AF Form 1352 and SF 502 Copies at Base Training Facilities	AF Form 1352 and SF 502	copies at base training facilities	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 81, 212, 213, 214
13.00	(RESERVED)			(RESERVED)
14.00	Hyperbaric Chamber Operation Record (AF Form 1354)	originals	at base training facilities	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	(RESERVED)			(RESERVED)
16.00	(RESERVED)			(RESERVED)
17.00	(RESERVED)			(RESERVED)
18.00	(RESERVED)			(RESERVED)
19.00	(RESERVED)			(RESERVED)
20.00	Instructor's Flight/ Dive Record (AF Form 712)	originals	at base training facilities	Give to individual, provided pertinent data is reflected on the physiological training report. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Clinical Hyperbaric	research files (original records) for conducting clinical investigations and	at USAF School of Aerospace Medicine, Hyperbaric Medicine	Destroy 5 years after the program discontinues

		research, consisting of Clinical Hyperbaric Treatment Record (AF Form 1389), copies of AF Form 712, AF Form 1352, AF Form 1354, SF 502 and other pertinent patient information	Division (USAFSAM/HM) and Clinical Hyperbaric Medicine Facilities	operations or is taken over or acquired by another program, unless the records meet the exemptions of 42 CFR Ch. 1 (10-1-02) Section 2.19. AUTH: 42 CFR, Ch 1, S2.19a See Note Number: 212, 213, 214
22.00	Clinical Hyperbaric Research Files (On Microfilm or Optical Disk)	clinical hyperbaric research files on microfilm or optical disk	at USAF School of Aerospace Medicine, Hyperbaric Medicine Division (USAFSAM/HM) and Clinical Hyperbaric Medicine Facilities	Destroy 5 years after the program discontinues operations or is taken over or acquired by another program, unless the records meet the exemptions of 42 CFR Ch. 1 (10-1-02) Section 2.19. AUTH: 42 CFR, Ch 1, S2.19a See Note Number: 212, 213, 214

Table 48-3

COMMUNICABLE AND OTHER REPORTABLE DISEASE REPORTS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Communicable Disease Reports	copies of telegraphic or similar notifications of communicable diseases	occurring at AF activities	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Venereal Disease Records and Reports	venereal disease records and reports	monthly statistical tables showing venereal disease rates	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Venereal Disease Reports and Questionnaires	venereal disease reports and questionnaires	data prepared for assembling information for controlling venereal disease and used in part for preparing periodic and statistical reports	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Reporting of Medical Conditions of Public Health and Military Significance	records relating to communicable diseases, occupational illnesses, animal bites and both completed and attempted suicides. Maintained in machine readable form.	at Epidemiology Services Branch, medical centers, hospitals, clinics, medical aid stations	Destroy 5 years after fiscal year to which the records relate. AUTH: N1-AFU-97-17 See Note

				Number: 212, 213, 214

Table 48-4

PERSONNEL RADIATION EXPOSURE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Thermoluminescence (TLD) Personnel Dosimetry Program Monitoring Records	summaries and listings of exposure data and related records which serve to promote effective control and direction of the TLD personnel dosimetry program	at USAF OEHL	Destroy after 5 years or when no longer required, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
1.01	Master Radiation Exposure Register	computer entries of radiation exposure data consisting of radiation dosimetry results and results of bioassays	at USAF OEHL	Retire as permanent. AUTH: NC1-AFU-85-6 See Note Number: 33, 214
2.00	Radiation Exposure Registration Forms	copies of radiation exposure registration forms	at USAF OEHL and using installations	Destroy when data has been entered into the master radiation exposure register. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Records of Film Issued to Monitor Individual Exposure	films which reflect minor radiation exposure, dosimetry film exposure record cards	at USAF OEHL	Destroy when data has been entered into the master radiation exposure register. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Abnormal or Overexposure to Ionizing Radiation	films which indicate, resultant reports of investigation and supporting records	at USAF OEHL	Destroy after 75 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	(RESERVED)			(RESERVED)
6.00	(RESERVED)			(RESERVED)
7.00	OEHL Form 1499, Report of Occupational Exposure to Ionizing Radiation	OEHL Form 1499, Report of Occupational Exposure to Ionizing Radiation	at the base medical service	Destroy when the AF Form 1527 for the report period is received. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	AF Form 1527, History of Occupational Exposure to Ionizing Radiation	AF Form 1527, History of Occupational Exposure to Ionizing Radiation	at the base medical service	Transfer to the individual's medical record, destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	AFTO Form 115, Pocket Dosimeter Results Log	AFTO Form 115, Pocket Dosimeter Results Log	at the base medical service	Destroy after 3 months or when results of film badge are posted to

				individual medical records, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 48-5

BIOENVIRONMENTAL SURVEYS AND MEDICAL INSPECTION REPORTS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Industrial Hygiene Survey Reports and Occupational Health Case Files at Bioenvironmental Engineering	employee exposure records as defined by 29 CFR 1910.1020. Access to Employee Exposure and Medical Records or other applicable federal, state or local occupational safety and health regulation	at Bioenvironmental Engineering	Destroy after 75 years. AUTH: N1-AFU-96-9 See Note Number: 214
2.00	Industrial Hygiene Survey Reports and Occupational Health Case Files at Armstrong Laboratory	employee exposure records as defined by 29 CFR 1910.1020. Access to Employee Exposure and Medical Records or other applicable federal, state or local occupational safety and health regulation	at Armstrong Laboratory	Destroy after 5 years after ensuring that any original records have been transferred to appropriate base bioenvironmental engineering case file (see Rule 1). AUTH: N1-AFU-96-9. See Note Number: 214, 549
3.00	Industrial Hygiene Survey Reports and Occupational Health Case Files at MAJCOM, Base or Unit	employee exposure records as defined by 29 CFR 1910.1020. Access to Employee Exposure and Medical Records or other applicable federal, state or local occupational safety and health regulation	at MAJCOM, base or unit	Destroy after 10 years (AF Form 525 was submitted in July 2005 to update the table and rule to be in accordance with AFI 91-301) AUTH: N1-AFU-96-9 See Note Number: 212, 213, 214, 549
4.00	Facility Medical Inspection Reports	reports of inspection of sanitary conditions of barber shops, gyms, nurseries, etc.	at environmental health activities	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Drinking Water Bacteriological Analyses	drinking water bacteriological analyses	at base bioenvironmental engineering offices	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 549, 550
5.01	Drinking Water Letters Relating to Sanitary Surveys	reports or letters by AF, local, state or federal agencies relating to sanitary surveys	at unit work place, base bioenvironmental engineering offices	Reports will be maintained on file in the work place for a minimum of 10 years in accordance with AFI 91-301 and with AFOSH Standard 48-21. A copy of the rsurvey report will be posted on the workplace bulletin board for a

				period of 10 days after receipt. Destroy after 10 years. AUTH: N1-AFU-90-3, AFOSH Standard 48-21 See Note Number: 212, 213, 214, 549, 550
5.02	Drinking Water Exemptions Granted	records of any variance or exemption granted by the State or other government authority	at base bioenvironmental engineering offices	Destroy 5 years after the variance or exemption expires. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.03	Drinking Water Violations Corrective Actions	records of action taken to correct water supply violations	at base bioenvironmental engineering offices	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Drinking Water Radiological and Chemical Analyses	drinking water radiological and chemical analyses	at USAF Occupational and Environmental Health Laboratory and base bioenvironmental engineering offices	Destroy after 10 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 549, 550
6.01	Drinking Water Analyses to Support EPA and State Requests	drinking water analyses to support EPA and State request	at USAF Occupational and Environmental Health Laboratory and base bioenvironmental engineering offices	Destroy after 20 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 549
7.00	Material Safety	datasheets on hazardous material	at USAF Occupational and Environmental Health Laboratory and bioenvironmental engineering offices	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Material Safety	datasheets on hazardous material	at base-level bioenvironmental engineering offices	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 48-6

ENVIRONMENTAL HEALTH

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Food Inspection AF Form 1148, Daily Food Nonconformance Record-Classes 4 and 8	Food Inspection AF Form 1148	Daily Food Nonconformance Record-Classes 4 and 8	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Food Inspection Initial, Update and Special Sanitation Inspection Reports	correspondence of vendor's establishments	food inspection initial, update and special sanitation inspection reports	Destroy 4 years after removal from approved list or directory. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Food Inspection Routine Inspection	food inspection	routine inspection reports and correspondence	Destroy after 1 year or when no

	Reports and Correspondence			discrepancies are outstanding, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Food Inspection Solicitations and Attendant Contract Records	food inspection solicitations and attendant contract records	including reports of examinations and/or testing of food products, contract purchase agreements and other inspection correspondence	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	AF Form 2062, AF Form 2063, AF Form 1608	forms	AF Form 2062, Consumer Level Quality Program (COLEQUAP) Audit, AF Form 2063 Individual COLEQUAP Report, DD form 1608, Unsatisfactory Material Report (Subsistence)	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	DD Form 1740 for Stamps Not Destroyed, Lost or Stolen	DD Form 1740, Food Inspection Stamp Record and related records	for stamps not destroyed, lost or stolen	Destroy 1 year after form is superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	DD Form 1740 for Stamps Destroyed, Lost or Stolen	DD Form 1740, Food Inspection Stamp Record and related records	for stamps destroyed, lost or stolen	Destroy 2 years after investigation is completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	DD Form 1740 Support Documents, Forms	DD Form 1740 support documents, forms	correspondence and laboratory evaluations for administering quality assurance of fresh dairy products	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 551
9.00	Food Handlers Records, AF Form 1021, Medical Certificate	food handlers records, AF Form 1021, Medical Certificate	original at employing facility and copy at Environmental Health	Destroy when no longer needed or give to food handler on transfer or separation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Food Handlers Records ,AF Form 1216, Food Handler Training Certificate	food handlers records, AF Form 1216, Food Handler Training Certificate	original at employing facility and copy at Environmental Health	Destroy when superseded or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Food Service Medical Evaluation at Medical Inspection Service	AF Form 977, Food Facility Sanitation Check List, results of microbiological analyses, periodic summaries of findings and other related data	at medical inspection service	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Food Service Medical Evaluation at Inspected Activities	AF Form 977, Food Facility Sanitation Checklist, results of microbiological analyses, periodic summaries of findings and other related data	at inspected activities	Destroy after next medical evaluation or when all deficiencies described in the report are corrected, whichever is later. AUTH: N1-AFU-90-3 See Note Number:

				212, 213, 214
13.00	Food Service Medical Evaluation at Other Offices	AF Form 977, Food Facility Sanitation Checklist, results of microbiological analyses, periodic summaries of findings and other related data	at other offices	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Food Service Medical Evaluation Reports of Food Borne Illness Investigation	food service medical evaluation	reports of food borne illness investigation	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Animal Bites/Quarantine Original at Medical Treatment Facility	DD Form 2341, Report of Animal Bite-Potential Rabies Exposure	at medical treatment facility	File in patient's health or clinical record. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Animal Bites/Quarantine Copy at Environmental Health	DD Form 2341, Report of Animal Bite-Potential Rabies Exposure	at Environmental Health	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Animal Bites/Quarantine Copies at Other Activities	DD Form 2341, Report of Animal Bite-Potential Rabies Exposure	at other activities	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 48-7

HIV TESTING PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	HIV Testing Rosters, Selection Records	HIV testing rosters, selection records and related information	at MPF, medical treatment facility (MTF), testing laboratory, environmental health services and unit level	Destroy 3 months after all members are tested or PCS transferred. AUTH: N1-AFU-89-7 See Note Number: 212, 213, 214
2.00	HIV Testing	personnel not reporting for testing	at MPF, medical treatment facility (MTF), testing laboratory, environmental health services and unit level	Destroy after 2 years. AUTH: N1-AFU-89-7 See Note Number: 212, 213, 214
3.00	HIV Testing Notification Letters	HIV testing notification letters	at MPF, medical treatment facility (MTF), testing laboratory, environmental health services and unit level	See Note Number: 212, 213, 214
4.00	HIV Testing Medical Counseling Documentation	HIV testing medical counseling documentation	at MTF	File in member's health record. AUTH: N1-AFU-89-7 See Note Number: 214
5.00	HIV Testing Order to	HIV testing order to follow	at unit level	Destroy on

	Follow Preventive Medicine Requirements	preventive medicine requirements		separation from service. AUTH: N1-AFU-89-7 See Note Number: 212, 213, 214
6.00	HIV Testing Blood Donor Center Report	HIV testing blood donor center report	at MTF	Destroy after 5 years. AUTH: N1-AFU-89-7 See Note Number: 212, 213, 214
7.00	HIV Testing Blood Donor Referral Letters	HIV testing blood donor referral letters	at MTF	Destroy after 5 years. AUTH: N1-AFU-89-7 See Note Number: 212, 213, 214
8.00	HIV Testing Results, AF Form 1762	USAF HTLV-III Screening Program Specimen Transmittal/Results Reporting (AF Form 1762)	at MTF	Destroy after 5 years. AUTH: N1-AFU-89-7 See Note Number: 212, 213, 214
9.00	HIV Testing Results AF Form 1762) at USAFSAM/EK	USAF HTLV-III Screening Program Specimen Transmittal/Results Reporting (AF Form 1762)	at USAFSAM/EK	Destroy after data entry in computer. AUTH: N1-AFU-89-7 See Note Number: 212, 213, 214
10.00	HIV Testing Results DMSSC Reportable Disease Database	HIV testing results	Defense Medical Systems Support Center (DMSSC) reportable disease database	Delete/Destroy after 10 years. AUTH: N1-AFU-89-7 See Note Number: 212, 213, 214
11.00	HIV Testing Results	HIV testing results	DMSSC reportable disease database hard copy/computer tape output	Destroy after 5 years. AUTH: N1-AFU-89-7 See Note Number: 212, 213, 214
12.00	HIV Testing Results Compiled Reports	from DMSSC reportable disease database	at HQ USAF/SGPA	Destroy after 10 years. AUTH: N1-AFU-89-7 See Note Number: 212, 213, 214
13.00	HIV Quality Control	quality assurance control records of AF laboratories, contract laboratories and blood donor centers	at USAFSAM, Epidemiology Division	Destroy after 5 years. AUTH: N1-AFU-89-7 See Note Number: 212, 213, 214

Table 51-1

LEGAL ADMINISTRATION

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	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 See Note Number: 212, 213, 214
1.01	Personnel Data on Judge Advocates at Other Than HQ USAF	educational background and bar qualification data on professional officer-lawyers serving as judge-advocates	at other than HQ USAF	Destroy after individual has separated or departed PCS. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Legal Opinions Establishing Precedent	legal opinions establishing precedent	at originating offices (record copies)	Retire as permanent after reference requirements have been satisfied. AUTH: NC1-AFU-77-18 See Note Number: 6, 214
3.00	Legal Opinions Information Copies	legal opinions	information copies	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Legal Opinions Based on Precedent Opinions	legal opinions	based on precedent opinions	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Board of Review Decisions (BRDs) Record Copy	special collections of BRDs in trials by court-martial	at HQ USAF (record copies)	Files with court-martial records of trial in Table 51-3. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Board of Review Decisions (BRDs) Extra Copies	special collections of BRDs in trials by court-martial	extra copies	Destroy after 2 years or when no longer needed, whichever is later. N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Remedies Plans at HQ USAF	plans at HQ USAF	used to determine what judicial, contractual and administrative remedies are necessary	Retire as permanent. AUTH: N1-AFU-88-32 See Note Number: 6, 212, 213, 214
8.00	Remedies Plans at MAJCOMs and Below	plans at MAJCOMs and below	used to determine what judicial, contractual and administrative remedies are necessary	Destroy after 2 years or when no longer needed, whichever is later. AUTH: N1-AFU-88-32 See Note Number: 212, 213, 214
9.00	Digest Cards	summary or digest of information	contained in legal opinions and review board decisions not used for dual purpose	Destroy when records they cover are superseded, obsolete or

			of locator and/or cross-reference for permanent records	destroyed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Legal Assistance Administration	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 See Note Number: 212, 213, 214
10.01	Annual Reports of Legal Assistance at HQ USAF	statistical information regarding the legal assistance program	at HQ USAF	Retire as permanent. AUTH: NC1-AFU-79-21 See Note Number: 34, 214
10.02	Annual Reports of Legal Assistance at Other Than HQ USAF	statistical information regarding the legal assistance program	at other than HQ USAF	Destroy after 2 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Legal Assistance Cases	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. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 552
12.00	Witness Files	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 See Note Number: 212, 213, 214
13.00	Release of Information	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 See Note Number: 212, 213, 214
14.00	Litigation	records accumulalted incident to legal actions involving the AF, its personnel, or contractors; and administrative proceedings, investigative reports, and legal processing affecting accomplishment of the AF mission. Excluded is foreign civil litigation and actions on tort claims under AFI 51-501, and hospital recovery claims. (See Notes 7,8, and 9)	at AFLSA	Destroy 25 years after end of year in which case is closed. AUTH: N1-AFU-03-16
18.00	Foreign Civil Litigation	records accumulated incident to foreign civil litigation in which the Air Force or one of its agents is named as a party	at HQ USAF/JAO	Destroy 10 years after end of year in which case is closed. (See Note 10.)

				AUTH: N1-AFU-03-16 See Note Number: 212, 213, 214
19.00	Legislative Records at SAF/LL	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 See Note Number: 212, 213, 214
20.00	Legislative Records at Other Than SAF/LL	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 other than SAF/LL	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Trials of US Personnel in Foreign Countries at HQ USAF/JAI	reports on exercise of criminal jurisdiction by foreign tribunals over US personnel, all enclosures 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	at HQ USAF	Retire as permanent. AUTH: N1-AFU-90-45 See Note Number: 6, 214, 556
21.01	Trials of US Personnel in Foreign Countries but Not Having Precedential Value	trials of US personnel in foreign countries	records contained in Rule 21 but not having precedential value, generating public, press or congressional concern, etc.	Destroy after 30 years. AUTH: N1-AFU-90-45 See Note Number: 556
21.02	Trials of US Personnel in Foreign Countries Minor Offenses	trials of US personnel in foreign countries minor offenses	such as traffic, simple assault, spitting on the sidewalk, etc.	Destroy after 20 years. AUTH: N1-AFU-90-45 See Note Number: 212, 213, 214, 556
22.00	Trials of US Personnel in Foreign Countries at Other Than HQ USAF/JAI	trials of US personnel in foreign countries at other than HQ USAF/JAI	records in Rule 21, 21.1 and 21.2	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 See Note Number: 212, 213, 214
23.00	German Civil	correspondence which forwards to	at HQ USAFE	Destroy 2 years

	Processes at HQ USAFE	AF personnel civil processes served by German courts and reports the action taken thereon		after close of calendar year in which last record is filed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
24.00	German Civil Processes at Other Than HQ USAFE	correspondence which forwards to AF personnel civil processes served by German courts and reports the action taken thereon	at other than HQ USAFE	Destroy 1 year after transfer or separation of individual. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
25.00	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. AUTH: NC1-AFU-80-8 See Note Number: 6, 214
26.00	Politico-Military Matters at Other Than HQ USAF	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 other than HQ USAF	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
27.00	Trials of US Personnel in Foreign Countries at HQ USAF	reports on violations of the law of armed conflict	at HQ USAF	Retire as permanent. AUTH: NC1-AFU-76-42 See Note Number: 214, 554
28.00	Trials of US Personnel in Foreign Countries at Other Than HQ USAF	reports on violations of the law of armed conflict	at other than HQ USAF	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
29.00	Article 138 (UCMJ) Complaints at AFLSA/JAJM	complaints, reports of inquiry and actions of the GCM authority	at AFLSA/JAJM	Destroy 2 years after review. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
30.00	Article 138 (UCMJ) Complaints at Other Than HQ USAF/JA	complaints, reports of inquiry and actions of the GCM authority	at otehr than HQ USAF/JA	Destroy 1 year after action of GCM authority. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
31.00	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 See Note Number:

				212, 213, 214
32.00	Preventive Law Administration	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 See Note Number: 212, 213, 214
33.00	Preventive Law Information	preventive law information	printed material intended for distribution	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 553
34.00	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	prepared by foreign 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 See Note Number: 212, 213, 214
35.00	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 See Note Number: 212, 213, 214

Table 51-2

PATENTS, COPYRIGHTS AND TRADEMARK RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Patents, Copyrights and Trademarks (General Records) at AFLSA/JACP	decisions, opinions, determinations and recommendations	at AFLSA/JACP	Destroy after 25 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Patents, Copyrights and Trademarks (General Records) at Other Than AFLSA/JACP	decisions, opinions, determinations and recommendations	at other than AFLSA/JACP	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Invention	records relating to inventions	at HQ USAF/JACP	Retire after 5

	Disclosures at HQ USAF/JACP	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		years and destroy 15 years thereafter. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Invention Disclosures at Other Than AFLSA/JACP	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 other than AFLSA/JACP	Destroy after 7 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Patent Applications at AFLSA/JACP	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 See Note Number: 212, 213, 214
6.00	Patent Applications at Other Than AFLSA/JACP	records relating to inventions on which patent applications have been filed in US Patent Office	at other than AFLSA/JACP	Destroy 3 years after application has been abandoned or issued into a patent. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Security Records on Patent Applications	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 See Note Number: 212, 213, 214
8.00	Licenses, Releases and Assignments-Inventions and Patents	signed agreements with owners of trademarks, copyrights and patents by which government acquires right, license, or interest	at SAF/GCQ relating to inventions and patents	Destroy 20 years after date of issue. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Licenses, Releases and Assignments-Trademarks and Copyrights	signed agreements with owners of trademarks, copyrights and patents by which government acquires right, license, or interest	at SAF/GCQ relating to trademarks and copyrights	Destroy 30 years after date of issue. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Licenses, Releases and Assignments-Other Than	signed agreements with owners of trademarks, copyrights, and patents by	at other than SAF/GCQ	Destroy when no longer needed. AUTH: N1-AFU-

	SAF/GCQ	which government acquires right, license or interest		90-3 See Note Number: 212, 213, 214
11.00	Patent Infringement Claims, Preferred Licenses and Royalty Adjustments at AFLSA/JACP	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 See Note Number: 212, 213, 214
12.00	Patent Infringement Claims, Preferred Licenses and Royalty Adjustments at Other Than HQ USAF/JA	correspondence, reports, patents, printed material, procurement schedules and other pertinent papers	at other than HQ USAF/JA	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	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 See Note Number: 212, 213, 214
14.00	Originally Issued Letters Patent	formally executed records	at AFLSA/JACP	Retire after 10 years and destroy 7 years thereafter. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 51-3

MILITARY JUSTICE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Military Justice Administration	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-03-1P See Note Number: 212, 213, 214
2.00	All General Court-Martial Records and	charge sheets and other records accompanying	originals at AFLSA/JAJ	Retire as permanent.

	Special Court-Martial Records Involving a Bad Conduct Discharge	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		AUTH: N1-AFU-03-1P See Note Number: 557
3.00	General Court-Martial Records Appeal to US Court of Military Appeals (USCMA) is Not Filed	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	duplicate and triplicate copies on cases	Destroy 30 days after completion of appellate review. AUTH: N1-AFU-03-1P See Note Number: 212, 213, 214
4.00	General Court-Martial Records Cases Where Appeal to USCMA is Filed	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	duplicate and triplicate copies	Destroy after final action by USCMA. AUTH: N1-AFU-03-1P See Note Number: 212, 213, 214
5.00	General Court-Martial Records Accused Copy	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	accused's copy	Deliver to accused. AUTH: N1-AFU-03-1P See Note Number: 212, 213, 214, 558
6.00	General Court-Martial Records (Al other copies not covered by rules 2-5 of this table)	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	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-03-1P See Note Number: 212, 213, 214
7.00	Special Court-Martial Records (Originals) Not 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 papersspecial	court-martial records not involving a bad conduct discharge original	Destroy 15 years after final review. AUTH: N1-AFU-03-1P See Note Number: 212, 213, 214, 559
8.00	Special Court-Martial Records Not Involving a Bad Conduct Discharge Accused's Copy	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	accused's copy of special court-martial records not involving a bad conduct discharge	Deliver to accused. AUTH: N1-AFU-03-1P See Note Number: 212, 213, 214

		other related and allied papers		
9.00	Special Court-Martial Records Not Involving a Bad Conduct Discharge (Copies not covered by rules 7-8 of this table)	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	all copies not covered in rules 7 and 8 of this table	Destroy one year after final review. AUTH: N1-AFU-03-1P See Note Number: 212, 213, 214
10.00	Summary Court Martial Records	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	summary court martial records, copy of DD Form 2329 in Master Personnel and triplicates in Field Record Group	See Table 36-12. AUTH: N1-AFU-96-13 See Note Number: 214
10.01	Court Martial Record of Trial (Original)	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	at AFLSA/JAJM	Destroy 15 years after final review. AUTH: N1-AFU-96-13 See Note Number: 212, 213, 214, 633
11.00	Court Martial Record of Trial (Duplicate Copy)	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	duplicate copy of records of trial	Destroy after 2 years. AUTH: N1-AFU-96-13 See Note Number: 212, 213, 214
12.00	Court Martial (Accused's Copy of Record of Trial)	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	accussed's record of trial	Deliver to accused. AUTH: N1-AFU-96-13 See Note Number: 212, 213, 214, 558
13.00	Court Martial Records (Record Copies of Trial Not Covered by Rules 10-12 of this Table)	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	other copies of record of trial	Destroy 1 year after final review. AUTH: N1-AFU-96-13 See Note Number: 212, 213, 214
14.00	Court-Martial Registers and/or Card Index at AFLSA/JAJM	devices for control of cases which are to be tried or which have been	at AFLSA/JAJM	Retire as permanent. AUTH: NC1-AFU-

		tried by summary, special or general court-martial		77-20 See Note Number: 35, 214
15.00	Court-Martial Registers and/or Card Index at Other Than AFLSA/JAJM	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	at other than AFLSA/JAJM	Destroy after 3 years. AUTH: N1-AFU-96-13 See Note Number: 212, 213, 214
15.01	Court-Martial Log (requirement eliminated 2 June 1975) GCM Action was Completed Prior to 1 July 1974	statistical data	at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction) cases	Retain in accumulating office 3 years, then forward to AFLSA/JAJM for consolidation and retirement as permanent. AUTH: NC1-AFU-77-20 See Note Number: 36, 214
15.02	Court-Martial Log (requirement eliminated 2 June 1975) Cases Upon Which GCM Action was Completed After 30 June 1974	statistical data	at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction)	Destroy. AUTH: N1-AFU-77-20
16.00	Court-Martial Jurisdiction Granting and Exercising Court-Martial Jurisdiction	court-martial jurisdiction granting and excersing court-martial jurisdiction	records accumulated incident to the granting and exercise of general, special and summary court-martial jurisdiction	Retire as permanent. AUTH: NC1-AFU-77-20 See Note Number: 36, 214, 560
17.00	Court-Martial Jurisdiction Active and Inactive General Court-Martial Jurisdiction	court-martial jurisdiction active and inactive general court-martial jurisdiction	card records reflecting active and inactive general court-martial jurisdiction of various commands	Destroy when no longer needed. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214
18.00	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 MAJCOMs	at AFLSA/JAJM	Retire as permanent. AUTH: NC1-AFU-77-20 See Note Number: 36, 214
19.00	Court-Martial and Article 15 Activities Reports at Other Than AFLSA/JAJM	consolidated annual reports prepared by AFLSA/JAJM from quarterly reports received from MAJCOMs	at other than AFLSA/JAJM	Destroy after 3 years or when no longer needed for reference, whichever is later. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214
20.00	Court-Martial and Article 15 Activities Reports at AFLSA/JAJM	individual and consolidated quarterly reports	prepared by MAJCOM and subordinate court-martial jurisdictions	Destroy after 5 years or when no longer needed, whichever is later. AUTH: N1-AFU-77-20 See Note Number:

				212, 213, 214
21.00	Court-Martial and Article 15 Activities Reports at Other Than AFLSA/JAJM	individual and consolidated quarterly reports	prepared by MAJCOM and subordinate court-martial jurisdictions	Destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214
22.00	Writ of Habeas Corpus at AFLSA/JAJM and Person Has Been Court-Martialed	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	They become part of the original record of trial. AUTH: N1-AFU-77-20
23.00	Writ of Habeas Corpus at AFLSA/JAJM and the Person Was Not Tried by Court-Martial	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	Hold for 5 years after case is closed; retire to WNRC; destroy after 15 additional years. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214
24.00	Writ of Habeas Corpus at Other Than AFLSA/JAJM	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	Destroy after 2 years. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214
25.00	Records of Punishment Imposed Under Article 15, UCMJ Originals at HQ USAF or AFPC	forms, correspondence and summarized records of oral punishment, including separate appeals and actions that suspend, mitigate, remit or set aside punishment	at HQ USAF or AFPC	Destroy 30 years after final review. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214
26.00	Records of Punishment Imposed Under Article 15, UCMJ Copies at MPFs	forms, correspondence and summarized records of oral punishment, including separate appeals and actions that suspend, mitigate, remit or set aside punishment	at MPFs	Dispose of under AFI 36-2608 and Table 36-16, as appropriate. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214
27.00	Records of Punishment Imposed Under Article 15, UCMJ Copies at Staff Judge Advocate Offices	forms, correspondence and summarized records of oral punishment, including separate appeals and actions that suspend, mitigate, remit or set aside punishment	at staff Judge Advocate Offices	Destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-95-1 See Note Number: 212, 213, 214
28.00	Written Materials Considered as a Basis for Imposing Punishments Under Article 15, UCMJ	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 See Note Number: 212, 213, 214
29.00	(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. AUTH: NC1-AFU-77-20 See Note Number: 36, 214
29.02	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 after 30 June 1974	Destroy. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214
30.00	Records of Proceeding to Vacate Suspension of Sentence of Court-Martial Originals	proceedings to vacate suspension of sentence, comparable forms, correspondence and other related papers	originals	They become part of the original record of trial. AUTH: N1-AFU-77-20 See Note Number: 561
31.00	Records of Proceeding to Vacate Suspension of Sentence of Court-Martial Other Copies	proceedings to vacate suspension of sentence, comparable forms, correspondence and other related papers	all copies other than Rule 30	Destroy 1 year after action on proceedings. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214
32.00	Court-Martial Orders Not Included in the Record of Trial or in Personnel Files	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	Destroy after 15 years. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214
32.01	Court-Martial Orders Record Copies Maintained in Annual Blocks by Issuing Activity	orders promulgating the results of trial by general or special court-martial, supplemental orders and final decision based on action by higher authorities	maintained in annual blocks by issuing activity	Retire as permanent. AUTH: NC1-AFU-77-20 See Note Number: 35, 214
33.00	Court-Martial Orders Other Copies	orders promulgating the results of trial by general or special court-martial, supplemental orders and final decision based on action by higher authorities	all copies other than Rules 32 and 32.1	Destroy 1 year after date of order. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214
34.00	Court Reporter's Record Court-Martial Conviction Not Involving a Bad Conduct Discharge	court reporter's record court-martial conviction not involving a bad conduct discharge	court reporter's recordings and notes from which verbatim or summarized records of trial or investigation have been prepared	Destroy 6 months after date of trial. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214
35.00	Court Reporter's Record Special Court-Martial Resulting in Conviction and Bad Conduct Discharge	court reporter's recordings and notes from which verbatim or summarized records of trial or investigation have	for trials by special court-martial resulting in conviction and involving approved bad conduct discharge and for Article	Destroy 1 year after date of trial or 60 days after conclusion of appellate review,

		been prepared	32 investigations and general court court-martial trials resulting in approved convictions	whichever is later. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214
36.00	Court Reporter's Record Article 32	court reporter's recordings and notes from which verbatim or summarized records of trial or investigation have been prepared	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-77-20 See Note Number: 212, 213, 214
37.00	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-77-20
38.00	Petitions for New Trial Under Article 73, UCMJ Accused's Copy	petitions for new trial under Article 73, UCMJ accused's copy	final action on petition	Deliver to accused. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214, 558
39.00	Petitions for New Trial Under Article 73, UCMJ Other Copies	final action on petition	all copies other than Rules 37 and 38	Destroy 2 years after final action on petition. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214
40.00	Petition, Affidavits, Briefs Originals	correspondence and other related papers	originals	They become part of the original record of trial. AUTH: N1-AFU-77-20
41.00	Petition, Affidavits, Briefs Other Copies	correspondence and other related papers	all copies other than Rule 40	Destroy 2 years after final action on the petition. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214
42.00	Applications for Relief Under Article 69, UCMJ	final action on application	originals	They become part of the original record of trial. AUTH: N1-AFU-77-20
43.00	Applications for Relief Under Article 69, UCMJ Accused's Copy	applications for relief under Article 69, UCMJ accused's copy	final action on application	Deliver to accused. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214, 558
44.00	(RESERVED)			(RESERVED)
45.00	Applications for Relief Under Article 69, UCMJ Other Copies	applications for relief under Article 69, UCMJ other copies	all copies other than Rules 42 and 43	Destroy after 2 years. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214
46.00	Application, Documentary or Other Evidence Originals	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-77-20 See Note Number: 212, 213, 214
47.00	Application, Documentary or Other Evidence Other Copies	submitted therewith, briefs, correspondence and other related papers	all copies other than in Rule 46	Destroy after 2 years. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214
48.00	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. AUTH: N1-AFU-88-21 See Note Number: 36, 214
49.00	AMJAMS at Other Than AFLSA/JAJM	statistical data relating to court-martial and Article 15s which are reports with "as of" dates for Jan thru Nov	at other that AFLSA/JAJM	Destroy after one year or when no longer needed, whichever is later. AUTH: N1-AFU-88-21 See Note Number: 212, 213, 214
50.00	AMJAMS Reports with	reports	AMJAMS reports	Retire as permanent. AUTH: N1-AFU-88-21 See Note Number: 36, 214
51.00	AMJAMS Reports with	reports	AMJAMS reports	Destroy paper reports after 3 years, 5 years for microfiche reports or when no longer needed, whichever is later. AUTH: N1-AFU-88-21 See Note Number: 212, 213, 214
52.00	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-77-20 See Note Number: 212, 213, 214
53.00	Bad Conduct Discharge at AFLSA/JAJM	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-77-20 See Note Number: 212, 213, 214
54.00	Bad Conduct Discharge at Other Than AFLSA/JAJM	data on all general courts-martial or special courts-martial records involving a bad conduct discharge	at other than AFLSA/JAJM	Destroy 1 year after completion of appellate review. AUTH: N1-AFU-88-21P See Note Number: 212, 213, 214

55.00	AMJAMS or Summary Courts-Martial Not a Bad Conduct Discharge at AFLSA/JAJM	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 See Note Number: 212, 213, 214
55.01	AMJAMS or Summary Courts-Martial Not Bad Conduct Discharge at Other Than AFLSA/JAJM	data on special courts-martial records not involving a bad conduct discharge and all summary courts-martial	at other than AFLSA/JAJM	Destroy 1 year after final review. AUTH: N1-AFU-88-21P
56.00	AMJAMS Magnetic Tape Files	AMJAMS 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 See Note Number: 212, 213, 214
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. AUTH: N1-AFU-88-21P See Note Number: 37, 214
57.00	Report Individual Person (RIP) Produced as Result of AMJAMS/ADP Interface	personal background and military history information	as result of AMJAMS/ADP Interface	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-77-20 See Note Number: 212, 213, 214
58.00	Strength Reports, Including DESIRE AMJ STG Produced as Result of AMJAMS/ ADPS Interface	military justice jurisdictional strength data	as result of AMJAMS/ADPS interface	Destroy after 1 year. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214
59.00	AMJAMS Edit Listings	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-77-20 See Note Number: 212, 213, 214
60.00	Executed Punitive Discharges and Federal and State Court Felony Conviction Reports at AFLSA/JAJM	consolidated semiannual reports prepared by HQ USAF/JAJM from semiannual reports received from MAJCOMs	at AFLSA/JAJM	Retire as permanent. AUTH: NC1-AFU-77-20 See Note Number: 36, 214
61.00	Executed Punitive Discharges and Federal and State Court Felony Conviction Reports Others Than	consolidated semiannual reports	prepared by HQ USAF/JAJM from semiannual reports received from MAJCOMs	Destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-77-

	AFLSA/JAJM			20 See Note Number: 212, 213, 214
62.00	Individual and Consolidated Semiannual Reports at AFLSA/JAJM	prepared by major commands and subordinate court-martial jurisdictions	reports at AFLSA/JAJM	Destroy after 5 years or when no longer needed, whichever is later. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214
63.00	Individual and Consolidated Semiannual Reports at AFLSA/JAJM Other Than AFLSA/JAJM	reports prepared by major commands and subordinate court-martial jurisdictions	at AFLSA/JAJM other than AFLSA/JAJM	Destroy after 3 years or when no longer needed, whichever is later. AUTH: N1-AFU-77-20 See Note Number: 212, 213, 214

Table 51-4

CLAIMS RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	General Administration HQ USAF Directives	HQ USAF directives and other records relating to general administration or policy for handling claims	not covered elsewhere	Destroy when superseded or rescinded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	General Administration Other Directives	directives	general administration other directives	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Completed Claims Case Files	completed claims case files	all claims, whether settled or otherwise disposed of, paid claims and claims asserted by the AF for which the Judge Advocate General is responsible (except Rules 4 and 4.1 and hospital recovery claims, Rule 15)	Destroy 1 year after the close of the fiscal year in which claims are settled. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.01	International Agreement Claims	International agreement claims	completed claims case file at AF/JAG (except hospital recovery claims Rule 15)	Destroy 3 years after the close of the fiscal year in which claims are settled. AUTH: N1-AFU-96-11 See Note Number: 212, 213, 214

4.00	Completed Claims Case Files	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 for which the Judge Advocate General is responsible (except hospital recovery claims, Rule 15)	Destroy 6 years after the close of the fiscal year in which claims are settled. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.01	Disapproved Claims	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 See Note Number: 212, 213, 214
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. AUTH: N1-AFU-91-23 See Note Number: 38, 214
5.00	Claims Records Copies 1 through 5	records of all claims processed by offices of the Judge Advocate General's department and source documents for the Claims Administrative Management Program (CAMP)	at AFLSA/JACC	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Claims Records Copy 6	records of all claims processed by offices of the Judge Advocate General's department and source documents for the Claims Administrative Management Program (CAMP)	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 See Note Number: 212, 213, 214
7.00	Claims Reports	investigation reports	prescribed in AFI 51-502, Personnel and Government Recovery Claims, 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 See Note

				Number: 212, 213, 214
7.01	Claims Reports Involving an International Agreement	claims reports involving an international agreement	investigation reports involving an international agreement	Destroy 2 years after lapse of foreign statute of limitations or when foreign country indicates appropriate, whichever is longer. AUTH: N1-AFU-96-11 See Note Number: 212, 213, 214
8.00	(RESERVED)			(RESERVED)
9.00	Claims Funds Logs	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 See Note Number: 212, 213, 214
10.00	(RESERVED)			(RESERVED)
11.00	Investigation Reports of Aircraft or Missile Incidents at Appointingaauthorities' Staff Judge Advocate	at appointing authorities' staff judge advocate	investigations performed under AFI 51-503	Destroy after 25 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Investigation Reports of Aircraft or Missile Incidents Other Copies	investigations performed under AFI 51-503	at offices other than the appointing authorities' staff judge advocate	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Memorandum Opinions	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 See Note Number: 212, 213, 214
14.00	Memorandum Opinions Disposed of as Part of a Claims Case File	memorandum opinions (Rules 3, 4, and 4.1)	disposed of as part of a claims case file	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Hospital Recovery Claims No Third Party Tort Liability	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 See Note Number: 212, 213, 214

16.00	Hospital Recovery Claims Paid in Full or Settled Within Delegated Limits	hospital recovery claims paid in full or settled within delegated limits	records accumulated as a result of actions under the Medical Care Recovery Act (42 U.S.C. 2651-3)	Destroy 3 years after the end of the fiscal year in which claims are settled. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Hospital Recovery Claims Held by AFLSA/JACC in Cases Involving Litigation	records accumulated as a result of actions under the Medical Care Recovery Act (42 U.S.C. 2651-3)	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 See Note Number: 212, 213, 214
18.00	(RESERVED)			(RESERVED)
19.00	Claims Administrative Management Program (CAMP) at AFLSA/JACC and AFLSA/JACT	monthly reports of current FY claims	at AFLSA/JACC and AFLSA/JACT	Destroy after 10 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	CAMP at Other Than AFLSA/JACC and AFLSA/JACT	monthly reports of current FY claims	at other than AFLSA/JACC and AFLSA/JACT	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Tort Litigation Case Files at AFLSA/JACT, AFLSA/JACC and AFLSA/JACE	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 See Note Number: 212, 213, 214
22.00	Tort Litigation Case Files at Other Than AFLSA/JACT	administrative claim files and records accumulated incident to litigation arising out of tort related claims	at other than AFLSA/JACT	Destroy 2 years after FY in which litigation is concluded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 51-5

LEGAL ASSISTANCE

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Dual Representation Letter	letter	dual representation	Destroy 1 year

			letter	after date the client endorses the letter. AUTH: N1-AFU-03-17 See Note Number: 212, 213, 214
2.00	Notary Logs of Military Notaries	notary logs of military notaries	includes signers name, signature, type document, date and location	Destroy last duty station 2 years after the military notary completes service. AUTH: N1-AFU-03-17 See Note Number: 200, 201, 202, 212, 213, 214
3.00	Notary Logs of Civilian Notaries	notary logs of civilian notaries	includes signers name, signature, type of document, date and location	Dispose in accordance with appropriate state lawn. AUTH: N1-AFU-03-17 See Note Number: 203, 204, 212, 213, 214
4.00	Non-JA Notaries Appointment Letters at Geographically Separate Units	appointment letters	GCM SJA	Destroy 2 years after the end of the notary's assignment. AUTH: N1-AFU-03-17 See Note Number: 212, 213, 214
5.00	DD Form 2793, Volunteer Agreement for Appropriated Activities or Nonappropriated Fund Instrumentalities	DD Form 2793, Volunteer Agreement for Appropriated Activities or Nonappropriated Fund Instrumentalities	volunteer services agreement and volunteer confidentiality agreement	Destroy 3 years after the volunteer relationship has terminated. AUTH: N1-AFU-03-17 See Note Number: 212, 213, 214
6.00	DD Form 1175, Legal Assistance Record	DD Form 1175, Legal Assistance Record	temporary record of legal assistance in the absence of WebLIONS	Destroy when information is entered in WebLIONS. AUTH: N1-AFU-03-17 See Note Number: 212, 213, 214
7.00	Personal Legal Radiness Briefings Report at Bases	report of percentage of pesonnel contacted and briefed on preparing personal and family legal affairs for deployment	at bases	Destroy after 3 years. AUTH: N1-AFU-03-17 See Note Number: 212, 213, 214

Table 52-1

CHAPLAIN ACTIVITIES

RUL	A	B	C	D
	If the records are	**consisting of**	**which are**	**then**

E	or pertain to			
1.00	Program Planning and Administration at HQ USAF	records used in planning, administration and operation of religious programs, including studies, directives and analyses reflecting the organization of programs, techniques employed to obtain objectives and results of program activities	at HQ USAF	Retire as permanent. AUTH: N1-AFU-90-5 See Note Number: 6
2.00	Program Planning and Administration Below HQ USAF	records used in planning, administration and operation of religious programs, including studies, directives and analyses reflecting the organization of programs, techniques employed to obtain objectives and results of program activities	below HQ USAF	Destroy after 2 years. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
3.00	Special Event Case Files	correspondence and other background materials pertaining to special chaplain programs	maintain to plan future programs	Ddestroy when superseded or no longer needed. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
4.00	Nonchaplain Personnel Certifications	letters or documents of certification	at possessing activities	Destroy on cancellation or termination of duties, whichever is sooner. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
5.00	Religious Education Records	enrollment/registration documentation	at possessing activities	Destroy when individual withdraws. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
6.00	Religious Education Records Individual Class Reports	religious education records - individual class reports	at possessing activities	Destroy when no longer needed. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
7.00	Religious Education Records Consolidated Class Reports	religious education records consolidated class reports	at possessing activities	Destroy after 1 year. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
8.00	Written Mobility After-Action Reports at Managing MAJCOM	written mobility after action reports	at managing MAJCOM	Destroy after 2 years. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
9.00	Written Mobility After-Action Reports Tasked Activities	reports	written mobility after-action reports	Destroy after 1 year. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
10.00	AF Form 1423, Certification of Attendance and Offerings	AF Form 1423, Certification of Attendance and Offerings	at installations	Destroy after 2 years. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
11.00	Chaplain Statistical Report, AF Form 1270 RCS: HAF-HCX(A)7103 at	Chaplain Statistical Report, AF Form 1270 RCS: HAF-HCX(A)7103	consolidated at other than HQ USAF	Destroy after 2 years or when no longer needed. AUTH: N1-AFU-90-5 See Note Number:

	other than HQ USAF			212, 213, 214
12.00	Chaplain Statistical Report Consolidated at HQ USAF	chaplain statistical reports	consolidated at HQ USAF	Retire as permanent. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
13.00	Chaplain Statistical Report Individual Reports	individual reports	chaplian statistical report	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Choir Music and Documentation	choir music and docuementation	copies of music purchased and maintained for repeated usage	Destroy when no longer needed. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214, 562
15.00	Chapel Records	chapel records	records of funerals, marriages and baptisms dated from 1949-1958	Destroy after 75 years. AUTH: N1-AFU-90-5 See Note Number: 185
16.00	Religious Program Contingency Plans	documents and/or agreements for supplemental religious ministries and support services documents	at possessing activities	Destroy when superseded. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
17.00	Design Plans and Policy	project data concerning copies of initiated AF Form 332, BCE Work Request; document narrative portion of DD Form 1391, FY19 Military Construction Project Data; programming, siting, constructing, modifying and renovating of religious facilities including plans, definitive drawings, photographs, studies, design review stage documents, reports and other related building project papers	HQ USAF/HC	Retire as permanent. AUTH: N1-AFU-90-5 See Note Number: 6, 212, 213, 214
18.00	Chaplain Funds	document establishing fund, records of dissolution, copy of terminal audit report	at using activity	Destroy 6 years after FY in which fund is dissolved. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
19.00	Chaplain Funds Equipment Records Retained at MAJCOM	chaplain funds equipment records retained at MAJCOM	related to an active chaplain fund	The monitoring MAJCOM will destroy after reviewing the inactivated fund records and terminal audit. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214, 563
20.00	Chaplain Funds Equipment Records at Using Activity	chaplian funds equipment records	at using activity	Destroy 6 years after FY in which fund is inactivated. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
21.00	Annual Equipment Change Report at MAJCOM	annual equipment change report	at MAJCOM	Destroy after reviewing and updating internal control copy of each active chaplain funds

				equipment records. AUTH: N1-AFU-90-5 See Note Number: 214
22.00	Annual Equipment Change Report at Submitting Activity	annual equipment change report	at submitting activity	Destroy 4 years after end of FY to which they pertain. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
23.00	Chaplain Funds Check Signature Cards at Using Activity	account access documents and related information, document authorizing petty cash, foreign currency cash account approval, approved waivers, tax information, fund transfer statements certification and approval for NCO custodians, warranty and maintenance history of equipment, safe storage limitations letters, MAJCOM staff assistance visit report and related items	at using activity	Destroy when superseded, revoked, obsolete or when no longer needed. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
24.00	Chaplain Funds Monthly Accounting Folder	chaplian funds monthly accounting folder	computer produced statements, bank statements, offering certificates, deposit slips, stop payment documents, receipt and expenditure vouchers with supporting documents, monthly review documents, adjustment vouchers, Project Officer reports and related items	Destroy 4 years after FY in which they pertain. AUTH: N1-AFU-90-5 See Note Number: 59, 212, 213, 214
25.00	Chaplain Funds Monthly Data Disk	chaplain funds monthly data disk	maintain with monthly records until annual closeout is completed	Destroy when no longer needed. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
26.00	Chaplain Funds Annual Close Out Disk	chaplian funds	annual close out disk	Destroy when the following FY closeout is complete and verified. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
27.00	Chaplain Funds Checkbook, Canceled and Voided Checks	funds documents	chaplian funds checkbook, canceled and voided checks	Retire canceled and voided checks plus attached check stubs with the FY records to which they pertain. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
28.00	Chaplain Funds Annual Statement of Financial Condition at Installation	chaplain funds annual statement of financial condition	at installation	Destroy 4 years after end of FY to which they pertain. AUTH: N1-AFU-90-5
29.00	Chaplain Funds at Other Than Installation	chaplain funds	at other than installation	Destroy after 2 years. AUTH: N1-AFU-90-5 See Note Number:

				212, 213, 214
30.00	Chaplain Funds at Using Activities	noncurrent nonpersonal service contracts	at using activities	File with final payment voucher. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
31.00	Chaplain Funds TD Forms 1096 & 1099 Misc.	statements for recipients of miscellaneous income (TD Forms 1096 & 1099 misc.)	at issuing activities	Destroy after 4 years. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
32.00	Chaplain Funds Special Activity Funds Written Guideline at HQ USAF/HC	chaplain funds special activity funds written guideline	at HQ USAF/HC	Destroy when superseded, revoked/withdrawn or no longer needed. AUTH: N1-AFU-90-5 See Note Number: 212, 213, 214
33.00	Chaplain Funds at Using Activities	chaplain funds	at using activities	Destroy when superseded, revoked/withdrawn or no longer needed. AUTH: N1-AUF-90-5 See Note Number: 212, 213, 214
34.00	Cadet Religious Data Listings	forms for recording the name, cadet number, class, religious affiliation, family data, religious background, religious interest	at the Office of the Cadet Chaplain	Destroy 1 year after graduation. AUTH: NC1-461-82-2 See Note Number: 212, 213, 214
35.00	Request for Chapel Facility Utilization	for scheduling wedding rehearsals, wedding services, rites and tours in Academy chapel facilities and for keeping all chapel agencies informed of programmed facility use	at all Academy Chaplain offices	Destroy after 3 months or when no longer needed, whichever is sooner. AUTH: NC1-461-82-2 See Note Number: 212, 213, 214
36.00	Chorale Audition Record	forms concerning members of the USAFA Cadet Chorale	at Director of Cadet Chapel Music	Destroy when superseded, on reassignment or separation of individual. AUTH: NC1-461-82-2 See Note Number: 212, 213, 214
37.00	Chorale/Choir Audition Record	cards for choosing new choir members each year and for recording past experiences of each	at Director of Cadet Chapel Music	Destroy upon graduation of individual's class. AUTH: NC1-461-82-2 See Note Number: 212, 213, 214

Table 60-1

STANDARDIZATION

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Standardization Status - Air Force	AFMC standardization forms used in assigning status to AF	applicable only to the AF	Destroy 3 years after related equipment

	Only	equipment		has become obsolete, is removed from inventory or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Standardization Status - Other	AFMC standardization forms used in assigning status to AF equipment	of concern to DOD or other military departments	Destroy 3 years after related materials and equipment have become obsolete to all military departments or when records have been superseded, cancelled, or rescinded, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Interchangeability	cards and similar or related records	used in determining item and equipment interchangeability and substitution	Destroy 5 years after related equipment has become obsolete, is removed from inventory, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	International Standardization - Agreements	agreements (permanent and test project) agreed upon by all parties	record copy at HQ USAF International Standardization Office	Retire as permanent upon dissolution of the agreement (transfer to National Archives in 5-year blocks when latest record has been inactive for 25 years; inactivity begins upon dissolution of agreement or working party, whichever pertains) AUTH: N1-AFU-91-9 See Note Number: 214
5.00	International Standardization - Working Parties (Record Copies)	correspondence, reports/minutes, agendas, attendees, charters, terms of reference, policy guidance and related records pertaining to standardization activities of the: North Atlantic Council Defense Planning Committee (NACDPC); North Atlantic Military Committee (NAMC); NATO Military Agency for Standardization (MAS); Combined Communications-Electronics Board (CCEB); American-British-Canadian- Australian (ABCA) Armies; Air Standardization Coordinating Committee (ASCC); special working groups, groups of experts, and subgroups; similar organizations and their	record copy of management and individual meeting case files at HQ USAF International Standardization Office	retire as permanent upon dissolution of the working party (transfer to National Archives in 5-year blocks when latest record has been inactive for 25 years; inactivity begins upon dissolution of agreement or working party, whichever pertains) AUTH: N1-AFU-91-9 See Note Number: 214

		subelements		

Table 60-2

TECHNICAL AND PROCUREMENT DATA

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Specifications	specifications	specifications and related record transmittal coordination and comparable or related records	Destroy after 2 years or after receipt of the published specifications, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 108, 212, 213, 214
2.00	Engineering and Technical Data Specifications in Procurement Documentation	specifications and related records-such as drawings, parts catalogs and other procurement and technical data	in procurement documentation	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 108, 212, 213, 214
3.00	Engineering and Technical Data Specifications in Procurement Action	specifications and related records-such as drawings, parts catalogs and other procurement and technical data	in procurement action	Destroy after completion of the procurement action. AUTH: N1-AFU-90-3 See Note Number: 108, 212, 213, 214
4.00	(RESERVED)			(RESERVED) See Note Number: 108
5.00	Identification Markings, Container Marking and AGE Control	identification marking, container marking and AGE control	retained with copy of PRs/MIPRs/LPRs	Disposition pending... AUTH: Unscheduled See Note Number: 108, 212, 213, 214

Table 60-3

DESIGNATING AND NAMING DEFENSE EQUIPMENT

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Requests for Nomenclature/Type Designations	requests for nomemclature/type designations	correspondence concerning requests and approvals of type designations for aircraft, missiles, rockets and engines	Retire as permanent. AUTH: NC1-AFU-81-4 See Note Number: 39, 214
2.00	Request of Nomenclature Forms and Related Correspondence	request of nomenclature forms and related correspondence	requests and approvals of type designations for MIL-STD- 155 Joint Photographic and MIL-STD-875 Aeronautical Support equipment items	Destroy 2 years after data is summarized on nomenclature card files. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

3.00	Request of Nomenclature Forms and Related Correspondence	request of nomenclature forms and related correspondence	requests and approvals of type designations for MIL-STD- 196 Joint Electronics	Destroy after data is summarized on nomenclature card files. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	ASD/ENESS, Nomenclature Cards, Data and Microfilm	nomenclature cards prepared form request of nomenclature data, including microfilm copies	at ASD/ENESS, Wright-Patterson AFB OH	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 565
5.00	Nomenclature Cards, Data and Microfilm Information Copies	nomenclature cards	prepared form request of nomenclature data, including microfilm copies	Destroy upon receipt of microfilm copies. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Source Request Log	source request numbers as required on request of nomenclature forms	at ASD/ENESS, Wright-Patterson AFB OH	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	DOD List of Model Designations of Military Aircraft, Rockets and Guided Missiles	DOD list of model designations of military aircraft, rockets and guided missiles	published designation listings approved by HQ USAF	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Log of All Type Designation Assignments Except Electronics	loose-leaf tables containing serial numbers assigned to nomenclature assignment records	at ASD/ENESS, Wright-Patterson AFB OH	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 564
9.00	Master List of Popular Names Assigned to Aircraft, Missiles and Rockets	all names that have been assigned to aerospace vehicles	at ASD/ENESS, Wright-Patterson AFB OH	Retire as permanent. AUTH: NC1-AFU-80-8 See Note Number: 6, 167, 214
10.00	List of Popular Names Assigned to Aircraft, Missiles and Rockets Information Copies	all names that have been assigned to aerospace vehicles	information copies	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 167, 212, 213, 214

Table 60-4

MANAGEMENT OF CONTRACTOR DATA

RULE	A	B	C	D
	If the records are	**consisting of**	**which are**	**then**

	or pertain to			
1.00	Data Item Description (DID)	a case file on each standard or one-time DID containing DID, form justification for approval of and related correspondence used to control and standardize data item requirements levied on contractors	at MAJCOM Data Management Offices, intermediate data management offices and Program Data Management Offices (PDMOs)	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Requirement for Data to be Acquired from Industry and DOD Agencies Under Terms of a Contract	data calls, proposed data lists, local and higher headquarters data reviews, quality assurance inspections and surveillance actions	at PDMOs	Destroy on completion of the program. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	(RESERVED)			(RESERVED)
4.00	(RESERVED)			(RESERVED)
5.00	Data Management Program, Policy Evaluation at MAJCOM Data Management Offices	studies, analysis, reviews of effectiveness of data management and command policies and procedures developed as a result of these studies, analysis and reviews	at MAJCOM data mangement offices	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 186, 212, 213, 214
6.00	Data Management Program, Policy Evaluation Other than MAJCOM Data Management Offices	studies, analysis, reviews of effectiveness of data management, and command policies and procedures developed as a result of these studies, analysis and reviews	at other than MAJCOM data management offices	AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 61-1

R&D PLANNING AND PROGRAMMING

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	HQ USAF Requirements and Objectives at HQ USAF OPR	Required Operational Capabilities (ROCs) and related feasibility studies, Required Action Directives (RADs) and related correspondence used as a basis for formulating R&D efforts (see AFI 10-1202(I), Space Test Program (STP) Management)	at HQ USAF OPR	Retire as permanent. AUTH: NC1-AFU-80-8 See Note Number: 6, 214
2.00	(RESERVED)			(RESERVED)
3.00	HQ USAF Requirements and Objectives Other Copies	HQ USAF requirements and objectives	other copies	Destroy on completion of program or project or when no longer needed.

				AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	HQ AFMC Requirements and Objectives	AFMC planning activity reports, technical plans for aerospace instrumentation and similar long-range plans used as a basis for formulating R&D efforts to increase scientific knowledge and upgrade the technological base for military applications (see AFI 10-1202(I))	at preparing offices	Retire as permanent after 5 years. AUTH: NC1-AFU-80-8 See Note Number: 214
5.00	HQ AFMC Requirements and Objectives at Other Than Preparing Offices	AFMC planning activity reports, technical plans for aerospace instrumentation and similar long-range plans used as a basis for formulating R&D efforts to increase scientific knowledge and upgrade the technological base for military applications (see AFI 10-1202(I))	at other than preparing offices	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Implementation Documents in System Program or Project Case File	implementation documents in system program or project case file	plans and proposals, i.e., R&D planning summaries, development concept papers, area coordinating papers, program change proposals, and proposal records; directives and decisions, i.e., development program authorizations, guidance, program change decisions, program/budget decisions and related records	Disposition pending... AUTH: Unscheduled
7.00	Implementation Documents in System Program or Project Not in Case File	implementation documents in system program or project not in case file	plans and proposals, i.e., R&D planning summaries, development concept papers, area coordinating papers, program change proposals and proposal records; directives and decisions, i.e., development program authorizations, guidance, program change decisions, program/budget decisions, and related records	Destroy on completion of R&D effort or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Independent R&D Evaluations	technical evaluations and related records created as a result of an Armed Services Research Specialist Committee assignment (DOD evaluations are made by USAF, USA or USN, and coordinated among the services)	at HQ AFMC	Destroy 2 years after completion of action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Independent R&D Evaluations USA or USN Evaluations	technical evaluations and related records created as a result of an Armed Services Research Specialist Committee	accumulated at HQ AFMC	Destroy 1 year after coordination or final consolidation. AUTH: N1-AFU-90-3 See Note Number:

		assignment (DOD evaluations are made by USAF, USA or USN, and coordinated among the services)		212, 213, 214
10.00	Independent R&D Evaluations All Other Evaluations	independent R&D evaluations all other evaluations	technical evaluations and related records created as a result of an Armed Services Research Specialist Committee assignment (DOD evaluations are made by USAF, USA or USN, and coordinated among the services)	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Summary, Status and Projected Program Reports	indexes of USAF R&D projects, priorities and program elements, financial status-R&D and procurement programs, and comparable reports	at HQ AFMC office of record	Retire as permanent after 2 years. AUTH: NC1-AFU-80-8 See Note Number: 6, 214
12.00	Summary, Status and Projected Program Reports Other Than HQ AFMC Office of Record	indexes of USAF R&D projects, priorities and program elements, financial status-R&D and procurement programs and comparable reports	reports other than HQ AFMC of ice of record	Destroy when superseded or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Technical Objectives and Technical Objectives Documents (TODs) at HQ AFMC	Technical Objectives which describe goals or technological needs, compiled into TODs by responsible AF laboratory and published by HQ AFMC	at HQ AFMC	Retire as permanent 2 years after they are superseded or obsolete. AUTH: NC1-AFU-80-8 See Note Number: 6, 214
14.00	Technical Objectives and Technical Objectives Documents (TODs) at Preparing Office	Technical Objectives which describe goals or technological needs, compiled into TODs by responsible AF laboratory and published by HQ AFMC	at preparing office	Destroy on publication of TOD by HQ AFMC. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Technical Objectives and Technical Objectives Documents (TODs) Accumulated by Other Activities	Technical Objectives which describe goals or technological needs, compiled into TODs by responsible AF laboratory and published by HQ AFMC	TODs and Technical Objectives than HQ AFMC or preparing office	Destroy when superseded, obsolete or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Unsolicited Proposals Accepted Proposals and Evaluations	unsolicited articles, disclosures and voluntary proposals and their evaluations	accepted proposals and evaluations	Maintain with project/task area or system records and use same retention period. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	unsolicited proposals rejected proposals and evaluations	unsolicited articles, disclosures, and voluntary proposals, and their evaluations		destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Unsolicited Proposals Listings, Forms, Logs or	proposal listings, forms, logs or other records	unsolicited	Destroy when no longer needed. AUTH: N1-AFU-90-3

	Other Records			See Note Number: 212, 213, 214
19.00	Scientific and Technical Reference Files	scientific and technical reference files	collections of technical and scientific materials	Destroy when superseded, obsolete or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Government-Industry Data Exchange Program (GIDEP)	Government-Industry Data Exchange Program (GIDEP)	technical and scientific records, abstracts of such and microfilm files furnished by GIDEP	Destroy indexes when replaced by updated ones. Return microfilm cartridges to GIDEP Operations Center on request. Submit responses to UDR to Operations Center. Destroy SETE reports when no longer needed. Destroy failure rate data products when updated copy. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Independent Research Fund Records (Laboratory Director's Funds)	Independent Research Fund records (laboratory Director's funds)	records pertaining to requests for independent research, copies of funding allocations and related documents involving use of laboratory director's funds/discretionary funds which are approved or pending approval by command/chief scientist	Destroy 2 years after close of FY in which effort was completed or terminated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.00	Independent Research Fund Records (Laboratory Director's Funds) Disapproved and Rejected Requests	Independent Research Fund records (laboratory Director's funds) disapproved and rejected requests	records pertaining to requests for independent research, copies of funding allocations and related documents involving use of laboratory director's funds/discretionary funds which are approved or pending approval by command/chief scientist	Destroy after 2 years or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
23.00	Independent Research Case File	independent research records, correspondence, scientific breakthroughs, quarterly reports, technical reports, authorization records, drawings, specifications, technical evaluations, results and conclusions, etc.,	accumulated and maintained as a complete case file by the technical engineer/scientist assigned responsibility for the effort but not transferred to the regular R&D program	Destroy 5 years after the close of FY in which the effort was completed or terminated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
24.00	(RESERVED)			(RESERVED)
25.00	Research Case File Accumulated by HQ AFMC and Other Activities	independent research records, correspondence, scientific breakthroughs, quarterly reports, technical reports, authorization records, drawings, specifications,	accumulated by HQ AFMC and other activities	Destroy on completion or termination of effort. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		technical evaluations, results and conclusions, etc.,		

Table 61-2

INDIVIDUAL R&D PROJECTS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	R&D Case Files	authorization records, requirements, plans, schedules; contractual and procurement records, drawings, specifications, photographs; technical progress summaries and reports; technical evaluations, results and conclusions; technical documentary reports, management reports on R&D efforts and engineering services; operating reports, i.e., progress management rush and termination reports containing technical and related administrative, fiscal, personnel and logistical information, notices of cancellation and related correspondence, including R&D project record books	accumulated and maintained as a complete record by a project task area or work unit scientist, engineer or officer having prime responsibility for an approved R&D effort from its initiation through development, design and testing to completion	Disposition pending... AUTH: Unscheduled
2.00	R&D Support Case Files	authorization records, requirements, plans, schedules; contractual and procurement records, drawings, specifications, photographs; technical progress summaries and reports; technical evaluations, results and conclusions; technical documentary reports, management reports on R&D efforts and engineering services; operating reports, i.e., progress management rush and termination reports containing technical and related administrative, fiscal, personnel and logistical information, notices of cancellation and related correspondence, including R&D project record books	accumulated and maintained by supporting, participating, testing or other activity not having prime responsibility	Destroy 3 months after termination or completion of the activity's participation in the R&D effort. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	(RESERVED)			(RESERVED)
4.00	(RESERVED)			(RESERVED)
5.00	R&D Documentation	R&D documentation	accumulated by activities other than Rules 1 and 2	Destroy on completion or termination of the R&D effort or when no longer needed, whichever is sooner. AUTH: N1-AFU-

				90-3 See Note Number: 212, 213, 214
6.00	Significant Engineering Services Program (ESP)	records accumulated for engineering services performed by AFMC; for program guidance and control resources utilized; i.e., R&D management reports, engineering services project plans; program schedules; project fund summaries and other pertinent records	accumulated by HQ AFMC OPR	Destroy 2 years after completion or termination of the engineering service. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Engineering Services Program (ESP) at HQ AFMC OPR	records accumulated for engineering services performed by AFMC; for program guidance and control resources utilized; i.e., R&D management reports, engineering services project plans; program schedules; project fund summaries, and other pertinent records	accumulated for services performed for AFMC activities	Retire to WNRC when equipment, system or subsystem is declared obsolete for AF needs; destroy after 30 additional years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Engineering Services Program (ESP) at Other Than HQ AFMC OPR	records accumulated for engineering services performed by AFMC; for program guidance and control resources utilized; i.e., R&D management reports, engineering services project plans; program schedules; project fund summaries and other pertinent records	accumulated by activities	Destroy on completion or termination of effort or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Cooperation With Other Countries in R&D of Defense Equipment	multinational R&D and production programs documentation	at OPR	Disposition pending... AUTH: Unscheduled
10.00	Technical Data Exchange Programs	including mutual weapons development data exchange program (MWDDEP) and defense development exchange program (DDEP)	at OPR	Disposition pending... AUTH: Unscheduled

Table 61-3

R&D TEST AND EVALUATION RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Data Collection Records	data collection records	raw test data, including magnetic tapes (digital, analog, video, and loop tapes), radarscope films, photographic instrumentation, motion picture film, punch cards and similar records a result of T&E and R&D efforts	Destroy on completion or termination of effort, or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 569
2.00	Data Reduction Records	data reduction records	tapes of computed data, including intermediate	Destroy when information has

			working tapes, oscillograms, Sanborn charts, vibragram graphs, vibration power density plots (X-Y plots), computer listings (read-out sheets), Delta-V-Graphs, space-time data reduction reports, and similar records	been condensed, noted, included in a summary, analysis, or evaluation report; on completion of the R&D effort; or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	R&D Test Analysis and Evaluation Reports in System or Case File	R&D test analysis and evaluation reports in system or case file	summary reports of test results, e.g., analysis of reduced data and information collected during the test spectrum, reporting of results determined by analysis and recommendations made by evaluator and furnished to interested agencies and activities	Disposition pending... AUTH: Unscheduled
4.00	R&D Test Analysis and Evaluation Reports in ESP Case Files	R&D test analysis and evaluation reports in ESP case files	summary reports of test results, e.g., analysis of reduced data and information collected during the test spectrum, reporting of results determined by analysis and recommendations made by evaluator and furnished to interested agencies and activities	Destroy 2 years after completion or termination of the engineering service. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	R&D Test Analysis and Evaluation Reports Other Copies	R&D test analysis and evaluation reports other copies	summary reports of test results, e.g., analysis of reduced data and information collected during the test spectrum, reporting of results determined by analysis, and recommendations made by evaluator and furnished to interested agencies and activities	Destroy on completion or termination of effort or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Test Supervision	records created by AF test facilities providing supervision over tests accomplished by operating contractors and indirect support to tasks and contracts under assigned R&D projects	test facility records reflecting discrepancies noted and corrective action taken	Destroy 1 year after completed action or 1 year after inactivation, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Test Supervision Test Facility Records	records created by AF test facilities providing supervision over tests accomplished by operating contractors and indirect support to tasks and contracts under assigned R&D projects	reflecting direction provided, or which determine course of a program	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Test Supervision Filed in R&D Project Case File	test supervision filed in R&D project case file	records created by AF test facilities providing supervision over tests	Disposition pending... AUTH:

			accomplished by operating contractors and indirect support to tasks and contracts under assigned R&D projects	Unscheduled
9.00	Test Supervision Not In Case File or at Test Facility	test supervision not in case file or at test facility	records created by AF test facilities providing supervision over tests accomplished by operating contractors and indirect support to tasks and contracts under assigned R&D projects	Destroy on completion of related effort or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	(RESERVED)			(RESERVED) See Note Number: 214
11.00	Hearing Conservation Data Copies	hearing conservation data copies	forms and related records containing audiometric data and noise exposure information	Destroy after data is extracted and placed on cards for data processing. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Hearing Conservation Data Cards	hearing conservation data cards	forms and related records containing audiometric data and noise exposure information	Destroy after data has been placed on magnetic tape. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Hearing Conservation Data Tape	hearing conservation data tape	forms and related records containing audiometric data and noise exposure information	Destroy when no longer needed or after 25 years, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	(RESERVED)			(RESERVED) See Note Number: 168, 214, 566
15.00	(RESERVED)			(RESERVED) See Note Number: 168, 566
16.00	Natural Aerospace Environmental Data Acquired During R&D Upper Air and Space Data	natural aerospace environmental data acquired during R&D upper air and space data	above normal termination level of conventional sounding instruments, including information from rawinsondes, radiosondes, rockets, probes, satellites or other vehicles or techniques yielding high-level data	Destroy on completion or termination of effort, when information has been condensed, noted, included in a summary, analysis or evaluation report or when no longer needed. AUTH: N1-AFU-90-3 See Note Number:

				568
17.00	Micrometeorological Data at Any Level of the Atmosphere	micrometeorological data at any level of the atmosphere	includes data for small intervals of space or time, distributed vertically or horizontally	Destroy on completion or termination of effort, when information has been condensed, noted, included in a summary, analysis or evaluation report or when no longer needed. AUTH: N1-AFU-90-3
18.00	Meteorological Data at Any Level of the Aerospace Environment	meteorological data at any level of the aerospace environment	for locations and/or times for which these data are not normally observed and recorded on a routine basis	Destroy on completion or termination of effort, when information has been condensed, noted, included in a summary, analysis or evaluation report or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 567, 568

Table 61-4

CHARACTERISTICS GUIDES AND DESIGN HANDBOOKS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Characteristics Guides Record Sets	each characteristic guide published, including background material and other data provided for in AFMAN 33-360V1	at issuing activity	Retire as permanent. Transfer to the National Archives 20 years after disposal of the specific weapon systems. AUTH: NC1-AFU-81-11 See Note Number: 214
2.00	Characteristics Guides Current Outstanding Addenda	characteristics guides current outstanding addenda	no longer required at other than issuing activity	Forward in their binders to 2750 ABW/IMBW, Wright-Patterson AFB OH 45433-5000. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Characteristics Guides Superseded Guides	characteristics guides superseded guides	at other than issuing activity	Destroy. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	(RESERVED)			(RESERVED)
5.00	AFMC Design Handbook at HQ AFMC OPR	special publications providing a current authoritative source of design data in support of the definition, design and development	at HQ AFMC OPR	Retire as permanent when system is out of inventory. Transfer to the National Archives in 5-year blocks

		of AF systems and equipment, which can be used as a basis for design decisions, criteria and guidance		when most recent records pertain to systems out of the inventory for 30 years. AUTH: NC1-AFU-81-8 See Note Number: 214
6.00	AFMC Design Handbook at Other Than HQ AFMC OPR	special publications providing a current authoritative source of design data in support of the definition, design and development of AF systems and equipment, which can be used as a basis for design decisions, criteria and guidance	at other than HQ AFMC OPR	Destroy when superseded, obsolete or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	AFMC Design Handbook All Background Material at HQ AFMC OPR	AFMC design handbook all background material for publications covered by Rule 5	at HQ AFMC OPR	Retire when system is out of inventory; destroy when records pertain to systems out of inventory for 30 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	AFMC Design Handbook All Background Material Other Than HQ AFMC OPR	all background material for publications covered by Rule 6	other than HQ AFMC OPR	Destroy when superseded, obsolete or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 61-5

CONVERTED TO TABLE 99-1

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
No rules exist for this table.				

Table 61-6

CONTRACTOR INDEPENDENT RESEARCH & DEVELOPMENT (IR&D) RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Technical Evaluation of Contractor IR&D Programs at Evaluating Organizations	copies of technical evaluation forms sent to other technical lead organizations and the associated contractor technical plans or IR&D projects	at evaluating organizations	Destroy 2 years after completion of contractor fiscal year. AUTH: N1-AFU-89-15 See Note Number: 212, 213, 214, 575
2.00	Technical Evaluation Forms	associated technical plans (for technical lead responsibilities)	at technical lead organizations	Destroy 2 years after completion of contractor

				fiscal year. AUTH: N1-AFU-89-15 See Note Number: 212, 213, 214
3.00	Technical Evaluation Summary Reports	with all related attachments and other supporting information	at technical lead organizations	Destroy 3 years after completion of contractor fiscal year. AUTH: N1-AFU-89-15 See Note Number: 212, 213, 214, 576
4.00	Technical Evaluation Summary Reports at Air Force IR&D Technical Manager's Office	with all related attachments, potentially military relationship determinations and cost classification determinations and supporting records	at Air Force IR&D Technical Manager's Office	Destroy 11 years after completion of contractor fiscal year. AUTH: N1-AFU-89-15 See Note Number: 212, 213, 214, 577
5.00	Contractor Technical Plans Having Air Force Technical Lead Organizations	contractor technical plans	having Air Force technical lead organizations	Destroy 11 years after completion of contractor fiscal year. AUTH: N1-AFU-89-15 See Note Number: 212, 213, 214, 578
6.00	Contractor Technical Plans	contractor technical plans	having non-Air Force technical lead organizations	Destroy after completion of contractor fiscal year. AUTH: N1-AFU-89-15 See Note Number: 212, 213, 214
7.00	Air Force IR&D Policy Council Record Copy	council meeting records (includes meeting announcements, background book, briefing charts and meeting minutes)	at Executive Secretary's office	Destroy after 25 years. AUTH: N1-AFU-89-15 See Note Number: 212, 213, 214, 579
8.00	Air Force IR&D Policy Council Members and Advisors' Copies	Air Force IR&D Policy Council members and advisors' copies	council meeting records (includes meeting announcements, background book, briefing charts and meeting minutes)	Destroy when no longer needed. AUTH: N1-AFU-89-15 See Note Number: 212, 213, 214
9.00	Department of Defense (DOD) IR&D Policy Council Record Copy	council meeting records (includes meeting announcements, background book and briefing charts if different from associated Air	at Air Force IR&D Policy Council Executive Secretary's office	Destroy after 25 years. AUTH: N1-AFU-89-15 See Note

		Force IR&D Policy Council meeting and meeting minutes)		Number: 212, 213, 214, 579
10.00	Department of Defense (DOD) IR&D Policy Council Other Copies	Department of Defense (DOD) IR&D Policy Council other copies	council meeting records (includes meeting announcements, background book and briefing charts if different from associated Air Force IR&D Policy Council meeting and meeting minutes)	Destroy when no longer needed. AUTH: N1-AFU-89-15 See Note Number: 212, 213, 214

Table 61-7

PROGRAM REQUIREMENT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Special Basic Research Programs	accepted applications, resumes, academic transcripts, program guidelines/descriptions, Broad Agency Announcements (BAA), program brochures/ announcements, technical research interest/status reports, proposals, technical reports, summary reports, minutes, presentation material, agreements, evaluations, recommendations, correspondence and related records	maintain by the Laboratory Program Representative (LPR)	Destroy 2 year assignment/tenure ends or when no longer needed, whichever is later. AUTH: N1-AFU-89-10 See Note Number: 212, 213, 214
2.00	Special Basic Research Programs Unaccepted Applications	special basic research programs unaccepted applications	maintain by the Laboratory Program Representative (LPR)	Destroy 6 months after submission or when no longer needed, whichever is later. AUTH: N1-AFU-89-10 See Note Number: 212, 213, 214

Table 62-1

MANUFACTURING METHODS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Manufacturing Methods Program at HQ USAF	records relating to the establishment of policies, procedures, objectives, technical assistance and consultation	at HQ USAF	Disposition pending... AUTH: Unscheduled See Note Number: 212, 213, 214
2.00	Manufacturing Methods Program at OPRs Designated by HQ AFMC	records relating to the establishment of policies, procedures, objectives, technical assistance and consultation	at OPRs Designated by HQ AFMC	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Manufacturing	contractual and procurement records;	at OPRs	Destroy 30 years after

	Methods Project Files	financial management reports; progress letters; patent, copyright, exhibits and other supporting data; interim engineering reports, photographs, drawings, motion picture film, slides, X-rays, diagrams, schedules, preliminary specifications, revised processes, procedures and other supporting data; final technical reports describing the manufacturing methods required; detailed specifications, pertinent bibliography, glossary, symbols, recommendation for changes in military specifications; related data	designated by HQ AFMC	completion or termination of manufacturing methods project. AUTH: N1-AFU-92-26 See Note Number: 212, 213, 214
4.00	Manufacturing Methods Project Files at Responsible System/ Project Office	contractual and procurement records; financial management reports; progress letters; patent, copyright, exhibits, and other supporting data; interim engineering reports, photographs, drawings, motion picture film, slides, X-rays, diagrams, schedules, preliminary specifications, revised processes, procedures and other supporting data; final technical reports describing the manufacturing methods required; detailed specifications, pertinent bibliography, glossary, symbols, recommendation for changes in military specifications; related data	at responsible system/project office	Retire with applicable system/project/task case file. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 62-2

VALUE ENGINEERING PROGRAM RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Value Engineering at HQ USAF and MAJCOMs	policies and implementing instructions	at HQ USAF and MAJCOMs	Retire as permanent. AUTH: NN-173-313 See Note Number: 6
2.00	Value Engineering Below MAJCOMs	policies and implementing instructions	below MAJCOMs	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Value Engineering Procedures	value engineering procedures	actions and status reviews of the value engineering program	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Implementing Plans	objectives, task descriptions management reviews, in-house projects and related activity records	below HQ USAF	Destroy 1 year after rescission or supersession. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Evaluations and Reports	evaluations and reports	statistical summaries of value engineering actions and related records	Destroy 3 years after close of FY. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 63-1				
INDUSTRIAL READINESS AND MOBILIZATION				
RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Industrial Mobilization and Procurement Planning	Industrial Mobilization and Procurement Planning	facility allocations, procurement planning schedules, planning studies and reports submitted by industrial concerns, inspection reports, specifications, drawings and related correspondence	Retire as permanent. AUTH: NC1-AFU-80-8
2.00	National Industrial Plant Reserve Program	National Industrial Plant Reserve Program	forms and correspondence on annual inspections of departmental industrial and national industrial reserve plants	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	National Industrial Plant Reserve Program at HQ AFMC	mobilization planning status of government-owned or sponsored plants and related records	at HQ AFMC	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	DOD Industrial Readiness Planning Program	DOD Industrial Readiness Planning Program	requests for registration of plants, notice of transfer requests for changes in current register of planned emergency producers, requests for planning authority, schedules, planning agreements, production planning records, factual data concerning production capabilities, plant loading records, allocation of capacity, application forms reports correspondence and related or comparable records	Destroy when superseded, when planning actions desired are reflected in revised register of planned emergency producers or after facility has been dropped from the program, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Procurement Reserve Program	Procurement Reserve Program	production planning schedules	Destroy 18 months after superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Production and Facility Data	data	production and facility Data	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Worksheet Data	data	worksheet data	Destroy when information has been incorporated into the applicable format report. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Consolidated Republic of	Consolidated Republic of	production planning schedules, DOD guidelines for T-day studies, impact	Retain as permanent. AUTH: NC1-AFU-80-8

	Vietnam Air Force (RVNAF) Improvement and Modernization Program	Vietnam Air Force (RVNAF) Improvement and Modernization Program	data covering production stretchouts, etc.,	See Note Number: 6
9.00	Worksheet Data and Backup Information	information	worksheet data and backup information	Destroy 1 year after data is transferred onto the applicable format report. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 63-2

INDUSTRIAL EQUIPMENT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Property Records	DOD property record, DOD property supplementary data and similar forms and records	at the designated monitoring activity and used for inventory control	Destroy when no longer needed or 2 years after final disposition of the equipment, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Property Rrecords at Activities Other Than the Monitoring	DOD property record, DOD property supplementary data and similar forms and records	used in various phases of inventory, reallocation, turn-in of industrial equipment or similar purposes	Destroy on completion of action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Historical Files at DOD Components	historical files at DOD components	inventory, inspection and change data or supplementary data, packing lists which describe the basic item and list all accessories and auxiliaries identified to the basic item, inspection and test records, reports and forms (such as analytical test forms, work orders, maintenance expenditures cost estimates of repairs or rebuild) and related data which fully depicts the current operating conditions of the equipment; purchase order, purchase description, receiving reports DIPEC movement notice, shipping record, damage or shortage reports and related control records which are retained in other administrative or official contract files or used	Send the historical file to the consignee. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

			for other purposes; technical data, including operating and installation instructions, diagrams of electrical and hydraulic systems and utility connections, photographs, manuals and other manufacturers literature, machine parts lists and lubricating charts consisting only of the technical data (such as drawings, diagrams, manuals and other manufacturers literature and analytical test forms)	
4.00	Historical Files at a Non-DOD Agency or Organization or Sold	inventory, inspection, change data or supplementary data, packing lists which describe the basic item and list all accessories and auxiliaries identified to the basic item, inspection and test records, reports and forms (such as analytical test forms, work orders, maintenance expenditures cost estimates of repairs or rebuild)and related data which fully depicts the current operating conditions of the equipment; purchase order, purchase description, receiving reports DIPEC movement notice, shipping record, damage or shortage reports and related control records which are retained in other administrative or official contract files or used for other purposes; technical data, including operating and installation instructions, diagrams of electrical and hydraulic systems and utility connections, photographs, manuals and other manufacturers literature, machine parts lists and lubricating charts consisting only of the technical data (such as drawings, diagrams, manuals and other manufacturers literature and analytical test forms)	at a Non-DOD Agency, organization or sold	Offer the file for transfer with the installation plant equipment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Historical Files Item of IPE	historical files item of IPE	inventory, inspection and change data or supplementary data, packing lists which describe the basic item and list all accessories and auxiliaries identified to the basic item, inspection and test records, reports and forms (such as analytical test forms, work orders, maintenance expenditures cost estimates of repairs or rebuild) and related data which fully depicts the current operating conditions of the equipment; purchase order, purchase description, receiving	Destroy all historical record data pertaining to an item of IPE that is no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

			reports DIPEC movement notice, shipping record, damage or shortage reports and related control records which are retained in other administrative or official contract files or used for other purposes; technical data, including operating and installation instructions, diagrams of electrical and hydraulic systems and utility connections, photographs, manuals, and other manufacturers literature, machine parts lists and lubricating charts consisting only of the technical data (such as drawings, diagrams, manuals and other manufacturers literature and analytical test forms)	
6.00	Historical Files Destroyed or Abandoned	inventory, inspection and change data or supplementary data, packing lists which describe the basic item and list all accessories and auxiliaries identified to the basic item, inspection and test records, reports and forms (such as analytical test forms, work orders, maintenance expenditures cost estimates of repairs or rebuild) and related data which fully depicts the current operating conditions of the equipment; purchase order, purchase description, receiving reports DIPEC movement notice, shipping record, damage or shortage reports and related control records which are retained in other administrative or official contract files or used for other purposes; technical data, including operating and installation instructions, diagrams of electrical and hydraulic systems and utility connections, photographs, manuals, and other manufacturers literature, machine parts lists and lubricating charts consisting only of the technical data (such as drawings, diagrams, manuals and other manufacturers literature and analytical test forms)	destroyed or abandoned	Destroy all historical data on an item of IPE destroyed or abandoned. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.01	Technical Manuals, Manufacturers Literature	data which may be needed by the disposing activity to complete or establish historical records for another industrial plant equipment item.		Disposition pending.. AUTH: Unscheduled See Note Number: 212, 213, 214
7.00	Historical Files at the Former AFDIER Storage	historical files at the former AFDIER storage site #7	transferred to NPRC (MRC)	Destroy after 5 years. AUTH: N1-AFU-

	Site #7			90-3 See Note Number: 212, 213, 214
8.00	Historical Files Manual Data Forms	historical files manual data forms	maintained with equipment in current use filled-in and last entries have been carried to new forms	Retain as part of the equipment historical file or destroy after 3 months if they do not contain history information. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 63-3

INDUSTRIAL FACILITIES RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Industrial Defense Survey	records used in conducting a survey of a facility to determine the areas, elements or other aspects of portions of the facility which should be protected and how to best protect them	superseded or facility is deleted from the key facilities list	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Industrial Defense Survey Facility Whose Industrial Defense Cognizance Has Been Transferred	Industrial Defense Survey Facility	transferred	Transfer the complete file to the gaining activity. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Program Funding at HQ USAF and MAJCOMs	studies, reports, funding justifications, manual and mechanized statistical summaries and tabulations, working papers, other supporting data and related correspondence accumulated when annual industrial program funding determinations are compiled which reflect by specific system program or project, the facilities, resources and requirements (real property acquisition, facilities expansion, plant maintenance, equipment and equipment modernization or replacement, etc.)	at HQ USAF and MAJCOMs	Destroy 2 years after close of the FY in which appropriation was made available for obligation, or on receipt of notification of liquidation of funds. AUTH: GRS5,ITEMS1&4 See Note Number: 212, 213, 214, 580
4.00	Program Funding Below	studies, reports, funding justifications, manual and	below MAJCOMs	Destroy 2 years after close of the FY in

	MAJCOMs	mechanized statistical summaries and tabulations, working papers, other supporting data and related correspondence accumulated when annual industrial program funding determinations are compiled which reflect by specific system program or project, the facilities, resources and requirements (real property acquisition, facilities expansion, plant maintenance, equipment and equipment modernization or replacement, etc.)		which appropriation was made available for obligation or on receipt of notification of liquidation of funds. AUTH: GRS5,ITEMS1&4 See Note Number: 212, 213, 214
5.00	(RESERVED)			(RESERVED) See Note Number: 212, 213, 214
6.00	Industrial Facilities Case Files	Industrial Facilities case files	real property records which relate to facility leases, leaseholds, contractor's agreement, contractor appendices, AF final drawings of facility expansion, authorization of acquisition of facilities, facility contract, delegations of authority, powers of attorney, and similar legal records reflecting the planning, acquisition and administration of facility projects	Permanent; transfer to NARA 50 years after inactivation of facility. AUTH: N1-AFU-81-32 See Note Number: 187
6.01	Industrial Facilities Case Files Contract File Folders	industrial facilities case files	contract file folders	Destroy 50 years after inactivation of facility projects. AUTH: N1-AFU-84-32 See Note Number: 212, 213, 214
7.00	Industrial Facilities Case Files with a Prime Contract	industrial facilities case files	with a prime contract	Destroy in accordance with Table 64-1. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	General Purpose Production Equipment Records	general purpose production equipment records	records related to Government-owned equipment or machinery furnished to contractors, including subcontractors, when specifically provided for in the terms of a written contract, bailment agreement or lease	Destroy in accordance with Table 64-1. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Facility Capability Report System	Facility Capability Report System	pre-award survey of prospective contractor general, facility advisory board actions, replies to the buyer, supplemental correspondence relative to a contractor's facilities equipment, engineering capabilities, financial status, quality control and	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

			productive capacity, and comparable records	

Table 63-4

PRIORITIES AND ALLOCATIONS RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Register of Contractor Requirements and Priorities Assistance Requests	requirements and priorities assistance requests with control number	at the OPR	Destroy 1 year after final processing. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	(RESERVED)			(RESERVED)
3.00	(RESERVED)			(RESERVED)
4.00	(RESERVED)			(RESERVED)
5.00	(RESERVED)			(RESERVED)
6.00	(RESERVED)			(RESERVED)
7.00	(RESERVED)			(RESERVED)
8.00	Title I Program Office Operating Procedures	operating procedures, organizational charts, etc.,	at MAJCOMs	Destroy after 10 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Title I Program Office Operating Procedures - Below MAJCOM	operating procedures, organizational charts, etc.,	below MAJCOM	Destroy when superseded, obsolete or rescinded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Bills of Materials and Unit Weight Summaries at MAJCOMs	raw, basic processed and semifabricated materials, unit weight listing for airframes, engines, etc.,	at MAJCOMs	Destroy 25 years from date of bill of material. AUTH: N1-AFU-90-3 See Note Number: 169, 212, 213, 214
11.00	Bills of Materials and Unit Weight Summaries Below MAJCOM	bills of materials and unit weight summaries	below MAJCOM	Destroy on completion of contract. AUTH: N1-AFU-90-3 See Note Number: 60, 212, 213, 214
12.00	History of DMS and Defense Priority System	sampling of organization and function charts, policy, procedures and	at MAJCOMs	Retire as permanent.

	(DPS) at MAJCOMs	miscellaneous administration data		AUTH: NC1-AFU-79-54
13.00	History of DMS and Defense Priority System (DPS) Below MAJCOM	sampling of organization and function charts, policy, procedures and miscellaneous administration data	below MAJCOM	Destroy on completion of contracts. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	DMS Audit Reports at MAJCOMs	reports of installations and contractor plants and related correspondence	at MAJCOMs	Destroy after 10 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	DMS Audit Reports Below MAJCOM	reports of installations and contractor plants and related correspondence	below MAJCOM	Destroy 6 months after next clear audit. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Critical & Strategic Materials (Historical)	reports, supporting data and related correspondence	at MAJCOMs	Destroy after 10 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Critical & Strategic Materials (Historical) - Below MAJCOM	reports, supporting data and related correspondence	below MAJCOM	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Critical Shortage Case Files at MAJCOMs	forms and correspondence on assistance to contractors or military installations in obtaining materials in short supply	at MAJCOMs	Destroy 3 years after close of case. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Critical Shortage Case Files Below MAJCOM	forms and correspondence on assistance to contractors or military installations in obtaining materials in short supply	below MAJCOM	Destroy 3 months after completion of action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	(RESERVED)			(RESERVED)

Table 63-5

CONSERVATION PROGRAM RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Conservation Program Monthly Reports at HQ AFMC and Contract Management Division	Conservation Program monthly reports	at HQ AFMC and Contract Management Division	Destroy after 1 year. AUTH: N1-

				AFU-90-3 See Note Number: 212, 213, 214
2.00	Conservation Program Monthly Reports at Contract Management and AF Plant Representatives	Conservation Program monthly reports	at Contract Management and AF Plant representatives	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 581
3.00	Conservation Program Quarterly Reports	Conservation Program Quarterly reports	at HQ AFMC and Contract Management Divisions	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 581
4.00	Conservation Program Surveys at HQ AFMC and Contract Management Divisions	Conservation Program surveys	at HQ AFMC and Contract Management Divisions	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Conservation Program Surveys at Contract Management Districts and AF Plant Representatives	Conservation Program Surveys	at Contract Management Districts and AF Plant Representatives	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 581
6.00	Minutes of Advisory Board Meetings at AFMC Contract Management Divisions, Management Regions and AF Plant Representatives	minutes of Advisory Board Meetings	at HQ AFMC, contract management divisions, AF contract management regions and AF plant representatives	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 581
7.00	Minutes of Advisory Board Meetings at Contract Management Regions Advisory Board	minutes of Advisory Board Meetings	at contract management region advisory boards to which they pertain	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 581
8.00	USAF Semiannual Report on Conservation of Critical Material at AFMC and Contract Management Divisions	USAF semiannual report on Conservation of Critical Material	at AFMC and Contract Management Divisions	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 581
9.00	USAF Semiannual Report on Conservation of Critical Material at AF Contract Management Districts and AF Plant	USAF Semiannual Report on Conservation of Critical Material	at AF Contract Management Districts and AF Plant Representatives	Destroy after 1 year. AUTH: N1-AFU-90-3

	Representatives			See Note Number: 212, 213, 214, 581
10.00	Brochures and/or Conference Minutes at Sponsoring Activities	brochures and/or conference minutes	at sponsoring activites	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 581
11.00	Brochures and/or Conference Minutes at Other Than Sponsoring Activities	brochures and/or conference minutes	at other than sponsoring activities	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 581
12.00	Bulletins and Newsletters at Publishing Activities	bulletins and newsletters	at publishing activities	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 581
13.00	Bulletins and Newsletters at Other Than Publishing Activities	bulletins and newletters	at other than publishing activities	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 581

Table 63-6

ACQUISITION QUALITY ASSURANCE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Prime Contracts and Related Data	prime contracts and related data	copies of contracts, specifications, contract changes and amendments, records, forms and other media used in planning, conducting and recording the results of product inspection, auditing of both AF and contractor quality assurance systems and procedures and effecting clearances of deficiencies revealed	Destroy 1 year after final shipment on the contract. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Subcontracts and Related Data	subcontracts and related data	copies of contracts, specifications, contract changes and amendments, records, forms and other media used in planning, conducting and recording the results of product	Destroy 6 months after final shipment on the subcontract. AUTH: N1-AFU-90-3

			inspection, auditing of both AF and contractor quality assurance systems and procedures and effecting clearances of deficiencies revealed	See Note Number: 212, 213, 214
3.00	Surveillance Records	surveillance records	production identification charts, personnel distribution and duty assignment charts, product inspection records and summaries, procedures and systems reviews and summaries, discrepancy and corrective action records and summaries, quality trend charts and summaries, comparable forms and related papers	Destroy 1 year after action has been completed or 1 year after inactivation of activity, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Survey Records	survey records	special survey records, staff summary reports and related papers	Destroy 18 months after action has been completed or 1 year after inactivation of facility or operations, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Inspection Records Contractor's Written Agreement	inspection records contractor's written agreement	AF approval of single standard quality assurance system materials, process certifications and approvals of personnel and/or equipment comparable certifications or approvals and related papers	Destroy 6 months after cancellation of the certification and/or approval or inactivation of facility, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Inspection Records Inspection Log Sheets	inspection records inspection log sheets	material review board decisions, material inspection and receiving reports, inspector's copy of contractor's shipping record, invoice or packing sheet bearing approval stamp of AF inspector, AF flight test check lists, reports of discrepancies during acceptance inspection and flight test of aircraft, contractor's test reports, comparable forms and related papers	Destroy 1 year after action has been completed or 1 year after inactivation of facility or operation, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	(RESERVED)			(RESERVED)
8.00	Other Than AF Contracts	contracts	other than AF contracts	Destroy 1 year after final

				shipment on the related contract. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	FMS and NATO Inspection Case Files	FMS and NATO inspection case files	statement of inspection cost and certificate of inspection, offer and acceptance, foreign government requests and related documents	Destroy 3 years after US Government inspection is performed or case is closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Material Inspection Exchange Agreements	material inspection exchange agreements	copies of formal exchange agreements between the AF and other Government agencies in connection with the interchange of materials inspection service, applicable directives, correspondence filed therewith concerning transfer of inspection cognizance, inspection exchange agreement lists, reports of conferences and related records	Destroy 1 year after related exchange agreement is superseded or rescinded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Photographic Material Inspection	photographic material inspection	radiographs, micrographs and other film and prints acquired in the process of inspecting material before acceptance by the AF	Destroy 6 months after final payment on related contract. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 652
12.00	Quality Deficiency Reporting	quality deficiency reporting	Category I and II Quality Deficiency Reports (QDRs) quality performance trends, summaries of contractor's performance and related deficiency reporting media occurring during modification, PDM, overhaul of aircraft, engines and aircraft components by depot maintenance facilities and by contractors	Destroy 1 year after completion of corrective action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Reporting Deficiencies and the Development of Trends on the Contractors Performance	Category I and II Quality Deficiency Reports (QDRs) quality performance trends, summaries of contractor's performance and related deficiency reporting media occurring during modification, PDM, overhaul of aircraft, engines and aircraft components by depot maintenance facilities and by contractors	maintained for reporting deficiencies and the development of trends on the contractors performance and materiel as relates to work conducted at other than the depot maintenance facility	Destroy 3 years after submission of the deficiencies for corrective action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	USAF Subsistence Standardization Files	USAF subsistence standardization files	subsistence specifications, unsatisfactory material reports (subsistence), packaging	Destroy when no longer needed. AUTH: N1-AFU-

			improvement reports, consumer level quality audit program protocols and computer output, and related correspondence	90-3 See Note Number: 212, 213, 214

Table 63-7

SUPPLY QUALITY ASSURANCE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Supply Surveillance, Inspection and Analysis	supply surveillance, inspection and analysis	destination acceptance inspection record and comparable records	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Supply QAR Receiving Inspection Data Summary	supply QAR receiving inspection data summary	comparable records	Destroy after 3 months (EXCEPTION: when action is pending, destroy on completion of action). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Supply QAR Charts, Graphs, Trends, Special and Summary Reports	data	supply QAR charts, graphs, trends, special and summary reports	Destroy after 4 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Data Establishing Control Requirements Relative to Acceptance at Destination	data establishing control requirements relative to acceptance at destination	copies of prime contracts, PRs/MIPRs, data sheets, contract changes, amendments and other applicable data	Destroy 6 months after receipt of final shipment on the contract. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Inspection Instructions, Standards and Procedures	inspection instructions, standards and procedures	copies of stock lists, addenda, technical orders, manufacturers parts lists, specifications, drawings and other records establishing identification, marking and packaging requirements, reinspection dates, physical characteristics etc.	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Materiel Review Board	board decisions, record of all board actions, follow-up control procedures used in remedying causes of discrepancies, etc.,	at materiel review boards relative to problems arising in destination acceptance, discrepancies in packing, marking and minor identification errors and more technical types of discrepancies involving questions of substitutions and variations from purchase orders, specifications, drawings, requirements etc.,	Destroy 2 years after action has been completed or 1 year after inactivation of the facility or operation, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 63-8

QUALITY ASSURANCE STAMP RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Quality Assurance (QA) Stamp Records	Quality Assurance (QA) stamp records	records pertaining to requests for stamps from and turn-in of stamps to, parent QA office, including letters of transmittal and acknowledgments of receipt	Destroy 1 year after return of related stamps to parent QA office. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	QA Issuance of a Stamp to an Individual	QA issuance of stamp to an individual	records pertaining to issuance of a stamp to an individual and to subsequent loss or turn-in	Destroy 1 year after final turn-in of stamp by individual. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	QA Semiannual Certification of Accountability	certification	QA semiannual certification of accountability	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	QA Perpetual Inventory of Stamps	QA perpetual inventory of stamps	inclusive of type, stamp number date of issue and unit or individual's name	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	QA Unissued Stamps at MAJCOMs	QA unissued stamps	at MAJCOMs	Destroy when unserviceable or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	QA Unissued Stamps Below MAJCOMs	QA unissued stamps	below MAJCOMs	Send to parent QA office when unserviceable or no longer needed, as applicable. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 63-9

ACQUISITION MANAGEMENT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	System Acquisition Program Files for Approved Systems	initial ROC, development concept paper/decision coordinating papers (DCP), PMD, preliminary design, advance planning, baselines and decisions accomplished in the conceptual phase of the acquisition life cycle	at planning activities having primary responsibility	Send to system program office on program approval. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

2.00	System Acquisition Program Files for Systems Terminated During the Conceptual Phase	initial ROC, development concept paper/decision coordinating papers (DCP), PMD, preliminary design, advance planning, baselines and decisions accomplished in the conceptual phase of the acquisition life cycle	at planning activities having primary responsibility	Destroy 10 years after the termination of program. AUTH: N1-AFU-90-3 See Note Number: 61, 212, 213, 214
3.00	System Acquisition Program Files at System Program Offices	initial ROC, development concept paper/decision coordinating papers (DCP), PMD, preliminary design, advance planning, baselines and decisions accomplished in the conceptual phase of the acquisition life cycle	at system program offices	Retain under Rule 5. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	System Acquisition Program Files at Other Activities	initial ROC, development concept paper/decision coordinating papers (DCP), PMD, preliminary design, advance planning, baselines and decisions accomplished in the conceptual phase of the acquisition life cycle	at other activities	Destroy when the system is phased out of the inventory, terminated or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Program Management Plan (PMP) at System Program Offices	updated PMDs and supplements, basic management plans, approved development concept papers, advance procurement plan, real property facilities plan, test plans/results, risk assessments, milestones and program decisions accomplished during the validation, full scale development, baselines, production and deployment phases of the acquisition life cycle	at system program offices	Destroy 30 years after the system is terminated or phased out of the inventory. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Program Management Plan (PMP) at Monitoring, Supporting, Testing and Participating Activities	updated PMDs and supplements, basic management plans, approved development concept papers, advance procurement plan, real property facilities plan, test plans/results, risk assessments, milestones, and program decisions accomplished during the validation, full scale development, baselines, production and deployment phases of the acquisition life cycle	a monitoring, supporting, testing and participating activities	Destroy when the system is phased out of the inventory, terminated or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Program Management Responsibility Transfer (PMRT) and Turnover Package Files	support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system	at system program offices	Send to using/supporting command in accordance with the PMRT and turnover agreement. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	PMRT and Turnover Package Files Not Needed by the Using/Supporting Command or When No Such Command	support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and	not needed by the using/supporting command or when no such command exists	Destroy 6 years after the system is phased out of the inventory or terminated. AUTH: N1-AFU-90-3 See Note Number:

	Exists	operate the system		63, 212, 213, 214
9.00	PMRT and Turnover Package Files at the Using/Supporting Commands	support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system	at using/supporting commands	Destroy 6 years after the system is phased out of the inventory or terminated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	PMRT and Turnover Package Files at Monitoring, Supporting, Participating and Testing Activities	support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system	at monitoring, suppporting, participating and testing activities	Destroy on completion of the transfer or termination of the system. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Selected Acquisition Reports	selected acquisition reports	quarterly reports	Destroy 3 years after the system is phased out of the inventory, terminated or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Memorandums of Agreement (MOAs)	documents negotiated between contract management organizations and program offices for contract administration support	at HQ AFCMD, AFPROs, AFCMOs, program managers and monitoring organizations	Destroy when superseded or on termination of contract administration support of the program. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	DOD Plant Cognizance Program Case Files	questionnaires, agreements and related records created under the DOD Contract Administration Services Plant Cognizance Program between HQ AFCMD and DOD Military Departments and Defense Agencies when the Air Force is the executive agency	at HQ AFCMD	Destroy 10 years after plant cognizance has been transferred from HQ AFCMD. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	DOD Plant Cognizance Program Case Files at AFPROs and Monitoring Organizations	questionnaires, agreements and related records created under the DOD Contract Administration Services Plant Cognizance Program between HQ AFCMD and DOD Military Departments and Defense Agencies when the Air Force is the executive agency	at AFPROs and monitoring organizations	Destroy 6 months after plant cognizance transfer or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Defective Parts and Components Control Program	government-industry data exchange program forms (ALERT)	at system program offices	Destroy on inactivation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 63-10

INTERCONTINENTAL BALLISTIC MISSILE (ICBM) ACQUISITION MANAGEMENT DOCUMENTATION

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	System Acquisition Program Files	initial ROC, developmental concept paper/decision coordinating papers (DCP), PMD, preliminary design, advance planning, baselining documents and decisions accomplished in the conceptual phase of the acquisition life cycle	at planning activities having primary responsibilities for approved systems	Send to HQ BSD, on program approval. AUTH: N1-AFU-86-7 See Note Number: 212, 213, 214
2.00	System Acquisition Program Files Systems Terminated During the Conceptual Phase	initial ROC, developmental concept paper/decision coordinating papers (DCP), PMD, preliminary design, advance planning, baselining documents and decisions accomplished in the conceptual phase of the acquisition life cycle	at planning activities having primary responsibility	Destroy 10 years after the termination of program. AUTH: N1-AFU-86-7 See Note Number: 61, 212, 213, 214, 652
3.00	System Acquisition Program Files at HQ BSD	initial ROC, developmental concept paper/decision coordinating papers (DCP), PMD, preliminary design, advance planning, baselining documents and decisions accomplished in the conceptual phase of the acquisition life cycle	at HQ BSD	2 years after Program Management Responsibility Transfer (PMRT), retire as permanent following screening for possible inclusion in HQ BSD historical files. AUTH: N1-AFU-86-7
4.00	System Acquisition Program Files at Other Activities	initial ROC, developmental concept paper/decision coordinating papers (DCP), PMD, preliminary design, advance planning, baselining documents and decisions accomplished in the conceptual phase of the acquisition life cycle	at other activities	Destroy when the system is phased out of the inventory, terminated or when no longer needed, whichever is sooner. AUTH: N1-AFU-86-7 See Note Number: 212, 213, 214
5.00	Program Management Plan (PMP) at HQ BSD	updated PMDs and supplements, basic management plans, approved development concept papers, advance procurement plan, real property facilities plan, test plans/results, risk assessments, milestones, baselining documents and program decisions accomplished during the validation, full scale development, production and deployment phases of the acquisition life cycle	at HQ BSD	2 years after Program Management Responsibility Transfer (PMRT), retire as permanent following screening for possible inclusion in HQ BSD historical files. AUTH: N1-AFU-86-7 See Note Number: 586, 588
6.00	Program Management Plan (PMP) at HQ BSD Subordinate Field Test Activities and SATAF	updated PMDs and supplements, basic management plans, approved development concept papers, advance procurement plan, real property facilities plan, test plans/results, risk	at HQ BSD subordinate field test activities and SATAF	Upon completion or cancellation of activity, transfer records to HQ BSD OPR. For those activities with no assumption of program responsibility at HQ BSD, offer records to

		assessments, milestones, baselining documents and program decisions accomplished during the validation, full scale development, production and deployment phases of the acquisition life cycle		HQ BSD/HO for possible accession into HQ BSD historical files and retirement as permanent. AUTH: N1-AFU-86-7
7.00	Program Management Plan (PMP) at Non-HQ BSD Activities	updated PMDs and supplements, basic management plans, approved development concept papers, advance procurement plan, real property facilities plan, test plans/results, risk assessments, milestones, baselining documents and program decisions accomplished during the validation, full scale development, production and deployment phases of the acquisition life cycle	at supporting and participating activities	Destroy when the system is phased out of the inventory, terminated or when no longer needed, whichever is sooner. AUTH: N1-AFU-86-7 See Note Number: 212, 213, 214
8.00	Program Management Responsibility Transfer (PMRT) and Turnover Package Files	support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system	at HQ BSD	Send to using/supporting command in accordance with the PMRT and turnover agreement. AUTH: N1-AFU-86-7 See Note Number: 212, 213, 214, 585
9.00	PMRT and Turnover Package Files Not Needed by the Using/Operating Command	support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system	at HQ BSD, but not needed by the using/operating command or when no such command exists	2 years after Program Management Responsibility Transfer (PMRT), retire as permanent following screening for possible inclusion in HQ BSD historical files. AUTH: N1-AFU-86-7 See Note Number: 584, 586, 588
10.00	PMRT and Turnover Package Files at the Using/Supporting Commands	support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system	at the using/supporting commands	Destroy 6 years after the system is phased out of the inventory or terminated. AUTH: N1-AFU-86-7 See Note Number: 63, 212, 213, 214
11.00	PMRT and Turnover Package Files at Subordinate Field Test Activities (Not Designated as SATAF)	support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system	at subordinate field test activities not designated as SATAF	Transfer to HQ BSD/HO for screening and subsequent retirement as permanent. AUTH: N1-AFU-86-7 See Note Number: 588
12.00	PMRT and Turnover Package Files SATAF	support, planning, engineering, test and evaluation records, including reference materials,	at Site Activation/Alteration	Transfer to supporting Air Logistics Center or operating command. If neither requires the

		manuals, engineering drawings, specifications and related data necessary to support and operate the system		records, transfer to HQ BSD/HO for screening and subsequent retirement as permanent. AUTH: N1-AFU-86-7 See Note Number: 584, 586, 588
13.00	PMRT and Turnover Package Files at Non-HQ BSD Activities	PMRT and turnover package files	at monitoring, supporting, participating and testing activities	Destroy on completion of the transfer or termination of the system. AUTH: N1-AFU-86-7 See Note Number: 212, 213, 214
14.00	Recurring Management Reports Sent Outside the Air Force	selected acquisition reports, unit cost reports, unit cost exception reports, defense acquisition executive summaries	at HQ BSD	Two years after Program Management Responsibility Transfer (PMRT), retire as permanent following screening by HQ BSD/HO . AUTH: N1-AFU-86-7 See Note Number: 588
15.00	Recurring Management Reports Sent Outside the Air Force at Non-HQ BSD Activities	selected acquisition reports, unit cost reports, unit cost exception reports, defense acquisition executive summaries	at non-HQ BSD activities	Destroy 1 year after the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner. AUTH: N1-AFU-86-7 See Note Number: 212, 213, 214
16.00	Memorandums of Agreement (MOAs)	documents negotiated between contract management organizations and program offices for contract administration support	at any activity	Destroy when superseded or on termination of contract administration support of the program, whichever is sooner. AUTH: N1-AFU-86-7 See Note Number: 212, 213, 214
17.00	DOD Plant Cognizance Program Case Files	questionnaires, agreements and related documents created under the DOD Contract Administration Services Plant Cognizance Program between HQ AFCMD and DOD Military Departments and Defense Agencies when the Air Force is the executive agency	at HQ AFCMD	Destroy 10 years after plant cognizance has been transferred from HQ AFCMD. AUTH: N1-AFU-86-7 See Note Number: 212, 213, 214
18.00	DOD Plant Cognizance Program Case Files at AFPROs and Other Monitoring Agencies	questionnaires, agreements and related documents created under the DOD Contract Administration Services Plant Cognizance Program between HQ AFCMD and DOD Military Departments and Defense Agencies when the Air Force is the executive agency	at AFPROs and other monitoring agencies	Destroy 6 months after plant cognizance transfer or when no longer needed, whichever is sooner. AUTH: N1-AFU-86-7 See Note Number: 212, 213, 214
19.00	Defective Parts and Components Control Program	government-industry data exchange program forms (ALERT)	at HQ BSD	Destroy on inactivation. AUTH: N1-AFU-86-7

				See Note Number: 212, 213, 214
20.00	(RESERVED)			(RESERVED)
21.00	Test Site Location Surveys	planning documents relating to locating an ICBM test program at a specific location	at HQ BSD and HQ BSD subordinate field activities	Two years after PMRT, retire as permanent following screening for possible inclusion in HQ BSD historical files. AUTH: N1-AFU-86-7 See Note Number: 584, 586, 588
22.00	Databases	systems requirements analysis, (including simulation and analytic models or software programs for resource demand)	at HQ BSD	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-86-7 See Note Number: 212, 213, 214
23.00	Long-Term Concept and Development/Study Efforts	long-term concept and development/study efforts	systems requirements analysis (including simulation and analytic models or software programs for resource demand)	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-86-7 See Note Number: 212, 213, 214, 587

Table 64-1

CONTRACTING

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Contract Case Files at or Below Simplified Acquisition Threshold	contracts, requisitions, purchase order, lease and bond surety records, including correspondence and related papers pertaining to award, administration; receipt, inspection and payment and other records prescribed in the Federal Acquisition Regulation 48 CFR 4.805; contracting or purchase organization copy and related papers for internal audit purposes	at or below simplified acqusition threshold	Destroy 3 years after final payment. AUTH: GRS3, Item 3a(1)(b) See Note Number: 212, 213, 214, 589, 597, 599
2.00	Contract Case Files Exceeding Simplified Acquisition Threshold	contracts, requisitions, purchase order, lease and bond surety records, including correspondence and related papers pertaining to award, administration; receipt, inspection and payment, and other records prescribed in the Federal Acquisition Regulation 48 CFR 4.805; contracting or purchase organization	exceeding simplified acquisition threshold	Destroy 6 years and 3 months after final payment. AUTH: GRS3/3a(1)(a) See Note Number: 212, 213, 214, 589, 598, 599

		copy and related papers for internal audit purposes		
3.00	Utility Contracts	utility contracts	containing records of payment by the government for connection or termination charges associated with the service or records of payments to become due to the government by the supplier (e.g., electric cooperatives, etc.)	Destroy 15 years after close of contract/final clearance/settlement. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Utility Contracts - Delivery Orders Over $10,000	delivery order transactions	for more than $10,000 written against utility requirements contracts to provide payment for services received	Destroy 6 years after payment/final clearance/settlement. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Utility Contracts - Delivery Orders for $10,000 or Less	delivery order transactions	for $10,000 or less written against utility requirements contracts to provide payment for services received	Destroy 1 year after payment/final clearance/settlement. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589
6.00	Unsuccessful Offers - Below Purchase Limit	general contract case files of all unsuccessful offers or quotations that pertain to contracts below the appropriate purchase limitation in Federal Acquisition Regulation	below purchase limit	Destroy 1 year after date of award or until final payment whichever, is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589, 596
7.00	Contract Status, Expediting and Production Surveillance	records	contract status (progressing), expediting and production surveillance records	Destroy 6 months after final payment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589
8.00	Contract Case Files - Signed	contract case files	signed originals of justifications and approvals and determination and findings required by FAR Part 6, and of supporting documents and data	Destroy 6 years and 3 months after final payment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589
9.00	Labor Compliance	labor compliance	labor compliance records, including equal employment opportunity records	Destroy 3 years after final payment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589
10.00	General Contract Case Files - Information Copies	general contract case files	information copies	Destroy 3 months after final payment or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	General Contract Case Files - Other Below Purchase Limit	records or documents other than those in Federal Acquisition Regulation pertaining to contracts below the appropriate small purchase limitation in Federal Acquisition Regulation	other below purchase limit	Destroy 1 year after final payment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589

12.00	General Contract Case Files - Other Above Purchase Limit	records or documents other than those in Federal Acquisition Regulation pertaining to contracts above the appropriate small purchase limitation in Federal Acquisition Regulation		destroy 6 years and 3 months after final payment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Contractor General Files	records pertaining generally to the contractor as described in Federal Acquisition Regulation	at purchasing and contract administration offices	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589
14.00	Contractor General Files - Duplicate/ Working Copies	contractor general files	duplicate or working copies	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589
15.00	Solicited and Unsolicited Unsuccessful Bids	relating to transactions above the appropriate small purchase limitation in Federal Acquisition Regulation	filed separately from contract case files	Destroy when related contract is completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589
16.00	Transactions That Do Not Obligate Funds	indefinite deliver-type contracts, call procurement arrangements, basic ordering agreements and related records	transactions that do not obligate funds	Destroy 6 years after expiration or termination. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589
17.00	Cancelled Procurement Actions	cancelled procurement actions	purchase orders and contracts which were cancelled before legally effective contracts were consummated and related procurement records-such as notification of cancellation, various contractual forms, related correspondence and other papers an if funds have been allocated, copy of the notification that the funds are to be cancelled (see FAR 4.801 (c)(1)	Destroy 5 years after date of cancellation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589
18.00	Subcontracts Written Under a Fixed-Price Prime Contract	contracts or lists of vendors submitted for approval as to source only	at the contracting offices administering the prime contract	Destroy on completion of the subcontract. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589
19.00	Armed Services Board of Contract Appeal cases	Armed Services Board of Contract Appeal cases	notice of appeal, utility contract delivery orders over $10,000, complaint, answer (and/or motion), trial attorney's work papers, transcript of proceedings before the Board in support of the parties' positions with regard to an appeal taken under dispute clause of AF contract, together with working papers of trial attorney charged with responsibility of representing AF before the Board	Destroy 10 years after final action on decision. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589

20.00	Engineering Change Proposals	engineering change proposals	ECPs recommended for adoption by the AF, but not adopted and ECPs withdrawn by the contractor	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589
21.00	Engineering Change Proposals - Rejected	engineering change proposals	rejected ECPs	Destroy 6 months after final payment under the contract. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589
22.00	Source Selection Proceedings	records of source selection boards and their attendant working and evaluation groups	at procuring and/or technical evaluating offices	Destroy with related contract. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589
23.00	Source Selection - Successful Proposals	proposals furnished by a successful contractor	at the SPO or project monitor office	Destroy 6 years after final payment of any contract resulting therefrom. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589
24.00	Source Selection - Unsuccessful Proposals	source selection	proposals submitted by unsuccessful competitors	Destroy with related contracts. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589
25.00	Source Selection Proceedings - Notes/Working Papers	source selection proceedings	notes and working papers of group members	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589
26.00	Small Business Program	Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by Pub.L. 95-507	at purchasing offices, contract administration offices and MAJCOM small business staff elements	Destory when 3 years old (GRS 3, Mar 06) AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589
27.00	Individual Vendors	individual vendors	miscellaneous material indicating supplies and services offered by each vendor	Destroy when individual document is superseded by a new record, when vendor is removed from list of suppliers or on inactivation of the contracting activity, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589
28.00	Numbered Contracting Letters	numbered contracting letters	records used to announce contracting policies, procedures, instructions and solicitations-contract formats	Destroy when superseded, obsolete and/or incorporated in the Federal Acquisition Regulation (FAR) or in a supplement to the FAR. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 589
29.00	Pricing Reviews	documents related to reviews of contractor price proposals	subject to certification of cost or pricing data	Destroy after 6 years from the date of final payment under the contract or after 9 years if conditions do not permit cross referencing of the pricing

				review file to the official contract file. AUTH: N1-AFU-89-31 See Note Number: 212, 213, 214, 589
30.00	Contracting Internal Operation and Administration	correspondence files of operating procurement units	concerning internal operation and administration matters	Destroy after 2 years. AUTH: GRS 3, Item 2 See Note Number: 212, 213, 214, 589

Table 64-2

PURCHASE REQUESTS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	PRs/MIPRs - Single-Contract (Procuring Activity Copy)	PRs/MIPRs, project orders and related papers that result in one contract	at procuring activities and are filed either with individual contract file or as a separate series of records	Destroy with related contract. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	PRs/MIPRs - Multi-Contract (Procuring Activity Copy)	PRs/MIPRs, project orders and related papers that result in more than one contract	at procuring activities	Destroy with contract having longest retention period. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	PRs/MIPRs Project Order Case Files (Requiring Control Office Copy)	PRs/MIPRs and project order case files	at responsible PR/MIPR and project order control offices within requiring activities	Destroy 2 years after contract is closed. AUTH: N1-AFU-89-2 See Note Number: 212, 213, 214
4.00	PRs/MIPRs Demand Cards	demand cards produced by ADP equipment	at procuring activities	Destroy after processing through data processing installation and transaction document has been received or cancelled. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	PRs/MIPRs and Projection Orders (Responsible Control Office Copy)	PRs prepared and procurred by the same ALC	at responsible PR/MIPR control offices	Destroy at the end of the quarter in which the contract/order is awarded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Other Agency MIPRs and Project Orders - Satisfied Solely from AF Stock	MIPRs and project orders whose requirements are satisfied solely from AF stock	at PR/MIPR and project order in management activities	Destroy 2 years after notification of supply action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Other Agency MIPRs and Project Orders - Satisfied By Procurement or Combination	MIPRs and project orders whose requirements are satisfied either by procurement action alone (direct citation or reimbursable procurement) or	at PR/MIPR and project order in management activities	Destroy 3 months after receipt of applicable contract completion statement. AUTH: N1-AFU-90-3 See Note Number: 212,

		by combination of procurement and supply action		213, 214
8.00	PRs/MIPRs - Information Copies	PRs/MIPRs	information copies of PRs, MIPRs and project orders	Destroy 3 months after receipt of contract completion statement or other equal notification of contract completion or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	PRs/MIPRs and Project Orders - Cancelled	PRs/MIPRs and project orders	at responsible PR/MIPR and project orders control offices	Destroy 3 months after cancellation date. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 64-3

BIDS AND PROPOSALS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Invitations for Bids - Other ACO	IFBs awarded to a contractor not under the jurisdiction of administrative contracting officers (ACOs)	with ACOs	Destroy after bid opening date as shown on the IFB. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Invitations for Bids - No Award After Opened	invitations for bids	IFBs and resulting bids in formal advertised procurements for which no contract was awarded after bids have been opened	Destroy 1 year after date of bid opening, unless bidder asks return of his bid. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Unsuccessful Bidders Protests	unsuccessful bidders protests	copies of IFBs abstracts, bids of successful bidders, any protester's bid contracting officers statement of facts, circumstances, conclusions, recommendations, supporting evidence submitted by the protester (such as specifications, drawings, exhibits, and examples) and related correspondence	Destroy 3 years after final decision is submitted to protester. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Unsuccessful Bids/Proposals - Below Purchase Limit	uncuccessful bids/proposals - below purchase limit	transactions after 25 Jul 74 for $10,000 or less and transactions on or before 25 Jul 74 for $2,500 or less	Destroy after final payment under the contract or 1 year from date of award whichever is later.

				AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Unsuccessful Bids/Proposals - Over Purchase Limit	unsuccessful bids/proposals over purchase limit	transactions after 25 Jul 74 over $10,000 and transactions on or before 25 Jul 74 over $2,500	Destroy 6 years, 3 months after final payment of each contract. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Unsuccessful Bids/Proposals - Protest/Complaint	insuccessful bids/proposals - protest/complaint	records resulting from a protest or complaint	Destroy after final resolution of case. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Unsuccessful Bids/Proposals - Future Value	unsuccessful bids/proposals - future value	bids that have been determined by the purchasing office to have future value to the government	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Identical Bid Reports - Below Purchase Limit (AFMC)	copies of identical bid reports for procurement, IFBs, abstracts of bids and supporting records	at HQ AFMC for transactions after 25 Jul 74 for $10,000 or less and transactions on or before 25 Jul 74 for $2,500	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Identical Bid Reports - Above Purchase Limit (AFMC)	copies of identical bid reports for procurement, IFBs, abstracts of bids and supporting records	at HQ AFMC for transactions after 25 Jul 74 over $10,000 and transactions on or before 25 Jul 74 over $2,500	Destroy after 6 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Identical Bid Reports - Purchasing/Sales Copy	copies of identical bid reports for procurement, IFBs, abstracts of bids and supporting records	at purchasing/sales activities	Destroy with procurement transactions to which they relate. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Unsolicited Proposals - Rejected	voluntary proposals	rejected proposals	Destroy 1 year after notifying contractor of evaluation results. AUTH: N1-AFU-91-41 See Note Number: 212, 213, 214

Table 64-4				
CONTRACT PERFORMANCE				
RULE	**A**	**B**	**C**	**D**
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Construction Contract Progress Reports	construction contract progress reports	contract progress reports	Destroy 6 months after final payment under the contract. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
2.00	Construction Contractor Payroll	construction contractor payroll	contractor's payrolls, with related certifications, antikickback affidavits, and other related records	Destroy 3 years after final payment under the contract,after settlement of claims, or completion of investigations, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
3.00	Construction Contract Performance/Bond Checklists	construction contract performance/bond checklists	performance checklist and bond checklist	Destroy 1 year after final payment under the contract. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
4.00	Civil Engineer Construction Inspection Reports	inspection reports	civil engineer construction inspection reports	Destroy 1 year after final payment under the contract or date of final action on any guarantee work, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
5.00	Contract Number Assignments	contract number assignments	logs and similar records	Destroy 6 years after completion of all contracts listed thereon. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
6.00	Contract Change Notification Master Serial Number Register	contract change notification master serial number register	contract change notification master serial number register and similar forms	Destroy 6 years after completion of all contracts listed thereon. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
7.00	Contractor Performance - Historical	contractor performance - historical	Contractor Performance Record (CPR) containing historical records of contractor performance data prepared by contract administration officer (CAO) on completed or terminated contracts of $100,000 or more	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
8.00	Subsidiary Procurement -	subsidiary procurement	expediting files	Destroy 6 months after

	Expediting	- expedititng	relating to contract status (progressing), expediting and production surveillance	final payment under the contract. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
9.00	Subsidiary Procurement - Priority Ratings	correspondences	advising contractors of priority ratings applicable to specific contracts	Destroy on completion of related contract or purchase order. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
10.00	Base Procurement Action/Summary Cards	base procurement action/summary cards	action/summary cards	Destroy 1 year after incorporating information into the monthly management report. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 214
11.00	Base Procurement Follow-up Cards and Reporting Data	base procurement follow-up cards and reporting data	follow-up cards and reporting data	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
12.00	Base Procurement Action Register	base procurement action register	procurement action register	Destroy 1 year after close of the FY. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
13.00	Procuring Office Custom Entry	consumption entry, consumption entry permit, summary of entered values, correspondence, and records relating to entry of material through customs and relate to entry and free-of-duty admission of material produced abroad or returned by the AF	at procuring offices	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Project Authorizations	project authorizations	authorizations and related records	Destroy the same as related contract or purchase order or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
15.00	Civil Air Carrier Passenger/Cargo Contract Airlift Checklists	checklists	passenger contract airlift checklist and cargo contract airlift checklist	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
16.00	Civil Air Carrier Contract Violations	civil air carrier contract violations	contract violation notices	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
17.00	Civil Air Certificates	civil air certificates	used by MAJCOM/CAOs to attest to the performance of flying services and as a means of identifying civil	Destroy with procurement case file. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214

			aircraft under AF contract or charter and retained with CAO procurement file	
18.00	Civil Air Certificates - Other	civil air certificates	at other activities	Destroy one year after completion of contract. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
19.00	Debarment/Suspension Case Files - Routine	reports of irregularities in AF procurements which are determined by the debarring official to be routine or having no lasting significance, including resulting actions to debar or suspend and related records	above MAJCOM	Destroy 6 years and 3 months after termination/expiration (close-out of case file). AUTH: N1-AFU-91-14 See Note Number: 199, 212, 213, 214
20.00	Debarment/Suspension Case Files - Lasting Significance	reports of irregularities in AF procurements which are determined by the debarring official to have lasting significance, including resulting actions to debar or suspend and related records	above MAJCOM	Retire as permanent to WNRC 1 year after termination/expiration (close-out of case file). AUTH: N1-AFU-91-14 See Note Number: 5, 199
21.00	Debarment/Suspension Case Files - MAJCOM and below	reports of irregularities in AF procurements, including resulting actions to debar or suspend and related records	at MAJCOMs and below	Destroy 2 years after termination/expiration (close-out of case file). AUTH: N1-AFU-91-14 See Note Number: 199, 212, 213, 214
22.00	Designation/Termination of Contracting Officers and Representatives	request for designation or termination; statement of qualifications; the designation or termination and acknowledgment of receipt thereof	at MAJCOM and other designating offices	Destroy 3 years after termination of appointment. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
23.00	Designation/ Termination of Contracting Officers and Representatives - at Requesting Activities	request for designation or termination; statement of qualifications; the designation or termination and acknowledgment of receipt thereof	at requesting activities	Destroy 1 year after termination of appointment. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
24.00	Contract Approval and Review	contracts, contract modifications, commitment forms, invitations for bids, abstract of bids, requests for proposals and supplemental data	at approval, monitoring or "after the fact" review authorities	Destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
25.00	Government-Furnished Material Property	government-furnished material property	reports compiled from stock record cards (cost category II), registers, reports of audit, monthly industrial property control	Destroy 1 year after return or other disposal of property involved, but exclusive of any report constituting a voucher to a contract property account. AUTH: N1-AFU-90-3

			activity reports and related correspondence	See Note Number: 199, 212, 213, 214
26.00	Government-Wide Purchase Card (GPC) (IMPAC) Program Administration at Program Coordinator Office	administrative support and control of the Government-Wide Purchase Card (GPC) system and associated reports, including records of surveillance and all other administrative actions	at Program Coordinator Office	Destroy after 2 years. AUTH: GRS 23, Item 1 See Note Number: 212, 213, 214
26.01	Government-wide Purchase Card (GPC) (IMPAC) Program Administration at Using Office	receipts, shipping paperwork, written record of coordination and all other supporting documentation. Also includes records of approving official surveillance.	at approving official and cardholder unit level	Destroy 3 years after final payment. AUTH: GRS 3, Item 3a(1)(b) and FAR 4.805(b)(3) See Note Number: 212, 213, 214
26.02	Government-wide Purchase Card (GPC) Program Administration at Using Office	records pertaining to items under investigation, dispute or similar matters	at approving official and cardholder unit level	Destroy 6 months after final clearance or settlement (including time allotted for all appeals) or destroy after retention period specified for credit card records under Rule 26, whichever is later. AUTH: N1-AFU-02-08 See Note Number: 212, 213, 214
26.03	Government-wide Purchase Card (GPC) (IMPAC) Program Administration at Bank's Office	GPC transaction management log and all data generated or processed via the bank's electronic access system	maintained in the bank's electronic access system	Destroy 6 years and 3 months after period covered by account. AUTH: GRS 6, Item 1a See Note Number: 212, 213, 214
26.04	Government-Wide Purchase Card (GPC) Program Administration Individual Account Files	training records, letters of appointment and delegation of purchase authority	on individual accounts	Destroy 2 years after card is cancelled. AUTH: N1-AFU-02-08 See Note Number: 212, 213, 214
27.00	Tax Exemption Certificates	tax exemption cetificates	cancelled copies of US Government tax exemption certificates, cover of US Government tax exemption certificate book and tax exemption certification tabulation sheet	Destroy 3 years after period covered by related account. (GRS3, Mar 06) AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
28.00	Tax Exemption Identification Card	Tax Exemption Identification Card	US Government Tax Exemption Identification Card	Destroy on expiration or cancellation. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
29.00	Labor Compliance	compliance	labor compliance	Destroy 3 years after final payment under the contract. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
30.00	Property Administrator	records described in	property	Retire on completion of all

	Systems Survey Case Files	DAR Supplement 3, part 4, related to surveillance of an industrial contractor's control of government facilities, equipment and other property in his possession	administrator's copies	corrective action and replacement by a subsequent system survey report reflecting no deficiencies and then destroy after 5 years, except that system survey summary report case file may be retained for 10 years. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
31.00	Service Contract Standardization and Improvement - HQ USAF	records on the development of standard solicitations and contract formats, Technical Representatives of the Contracting Officer checklists and guidance, pre-award survey guides and checklists, specifications, etc (including Contractor Operated Parts Stores and Contractor Operated Civil Engineering Supply Stores)	at HQ USAF and USAF-designated OPRs	Destroy when a revised format is issued or no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214
32.00	Service Contract Standardization and Improvement - Implementing Office	records on the development of standard solicitations and contract formats, Technical Representatives of the Contracting Officer checklists and guidance, pre-award survey guides and checklists, specifications, etc (including Contractor Operated Parts Stores and Contractor Operated Civil Engineering Supply Stores)	at implementing offices	Destroy with related contract. AUTH: N1-AFU-90-3 See Note Number: 199, 212, 213, 214

Table 64-5

BASIC CONTRACTING AGREEMENTS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Basic Agreements - at Issuing PO	agreements and changes thereto	at the purchasing office (PO) which negotiates and issues the agreements	dDstroy 6 years after date of termination or cancellation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Basic Agreements - For Contracts (at	agreements and changes thereto	at POs that incorporate basic agreement terms and conditions in supply and service contracts	Destroy 6 years after agreement has been terminated, superseded or

	Other POs/CAOs)		and contract administration offices (CAOs) that administer such contracts	cancelled and all contracts referencing the terms and conditions of the agreement have been closed out AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Basic Agreements - No Contracts or Information Copies	basic agreements	not incorporated in contracts or information copies	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 64-6

BAILMENT AGREEMENTS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Master Bailment Agreements - at Preparing/Executing Office	master bailment agreements	at office preparing and executing the agreement	Destroy 6 years after agreement has been superseded or cancelled and all contracts referencing the terms and conditions of the agreement have been completed or terminated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Master Bailment Agreements - Other	master bailment agreements	at activities other than offices preparing and executing the agreement	Destroy when superseded or cancelled. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Bailment Agreements - at Procurement Activity	bailment agreements	at AF procurement activities	Destroy 6 years after all property has been properly disposed of and said agreement has been cancelled. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Bailment Agreements - Other	bailing agreements	at other than AF procurement activities	Destroy when superseded or cancelled. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 64-7

CONTRACTS NEGOTIATION

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Performance Data Renegotiation	copies of performance data and background performance data records	used in compiling such reports	Destroy after 4 years. AUTH: N1-AFU-90-3. (See Note) See Note Number: 212, 213, 214

2.00	Renegotiation Status Reporting	renegotiation status reporting	retained copies of reports and related correspondence	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 64-8

CONTRACT CLAIMS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	50 U.S.C. 1431-5 Contract Claims Case Files	files	50 U.S.C. 1431 - 5 contract claims case files	Destroy 6 years after final decision on completion of claim or on completion of contract, whichever is later, subject to approval by HQ AFMC. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	General Accounting Office Contract Claim Case Files (MAJCOM)	retained copies of contractual records, purchase requests, bills of lading, finance office vouchers, multiple records submitted by claimants and related correspondence, forwarded to GAO for final administrative adjudication and settlement of claims originated by private individuals and corporations against the AF	at appropriate MAJCOMs	Destroy 2 years after date of final adjudication and closing of claim. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	General Accounting Office Contract Claim Case Files (Other Than MAJCOM)	retained copies of contractual records, purchase requests, bills of lading, finance office vouchers, multiple records submitted by claimants, and related correspondence, forwarded to GAO for final administrative adjudication and settlement of claims originated by private individuals and corporations against the AF	at other than MAJCOMs	Destroy after date of final adjudication and closing of claim. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	ICBM Indemnity Agreements (Original)	original copies of indemnity agreement between ICBM contractors and the Government under 50 U.S.C.1431	maintained by the contracting function	Destroy after 50 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	ICBM Indemnity Agreements (Copies)	duplicate copies or information copies of indemnity agreement between ICBM contractors and the Government under 50 U.S.C. 1431	maintained by any function	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 64-9

CONTRACTS TERMINATION AND SETTLEMENT

RU	A	B	C	D
	If the	**consisting of**	**which are**	**then**

L E	records are or pertain to			
1.00	Plant Clearance Referral Case Files	termination inventory schedules, certificates of allocability letters of authority approving property disposition, records reflecting disposal credits, copies of reports to higher headquarters correspondence between contracting officers and referral activities and between AF contractors and referral activities and related records	at activities accomplishing referral action	Destroy 3 years after close of case at all activities, except for those records forwarded to and made a part of the official contract files. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Plant Clearance Board Case Files	plant clearance board case files	minutes of meetings, plant clearance memoranda, exhibits, inventories, notices sent to plant clearance officers and related papers	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Settlement Review Board	settlement review board	minutes of board meetings, closing reports, audit reports, settlement proposed papers, memoranda of meetings and supporting material relating to settlement and termination of AF contracts	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Contract Termination Reporting	retained copies of reports and related correspondence, including reports on status of terminated fixed-price or cost-reimbursable-type contracts and reports on partial payments	at other than terminating contracting office	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Contract Termination Authority Register	register	contarct termination authority register	Destroy 6 years after last entry on page. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 64-10

CONTRACT INSURANCE PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Contractors Insurance Program - Approval Copy (at MAJCOM)	contractors insurance policy program and/or plans and amendments thereto, forwarded to MAJCOM for review and approval, including correspondence and related documents	at MAJCOMs	Destroy 6 years after premium accounting with the insurer has been finalized. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

2.00	Contractors Insurance Program - Uncleared	contractors insurance policy program and/or plans and amendments thereto, forwarded to MAJCOM for review and approval, including correspondence and related documents	related to outstanding exceptions, unsettled claims by or against the US Government, incomplete investigations, litigation or requests made by the Comptroller General of the US	Destroy when clearances are obtained. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Contractors Insurance Program (Below MAJCOM)	contractors insurance policy program and/or plans and amendments thereto, forwarded to MAJCOM for review and approval, including correspondence and related documents	below MAJCOMs	Destroy 1 year after premium accounting with the insurance company has been finalized or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 64-11

CONTRACTOR PERSONNEL

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Technical Representative Personnel Records (at MAJCOM)	informational personnel records, such as character references, security obligations, letter orders and miscellaneous records which record the services of civilian representatives of contracting corporations	at MAJCOMs	Destroy after requirements imposed by contract administration have been satisfied. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Technical Representative Personnel Records (Below MAJCOM)	informational personnel records, such as character references, security obligations, letter orders, and miscellaneous records which record the services of civilian representatives of contracting corporations	below MAJCOMs	Destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Report of Contractor Technicians	report of contractor technicians	monthly status report of contractor technicians and supporting records	Destroy after 4 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 64-12

CONTRACTOR CAPABILITY

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Contractor Procurement Data Source Files	up-to-date information on all contractors who contact procurement centers	at procurement activities for their buyers and negotiators	Destroy when superseded, rescinded or no

				longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Pricing and Financial Analysis and Control	pricing and financial analysis and control	overhead and independent research and development negotiation correspondence, reports, memos, and worksheets; contractor's brochures, evaluation of IR&D programs and overhead audit reports; and copies of reference/working material collected	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Contractor Financial and Operating Statements	contractor financial and operating statements	case files of financial and operating statements of commercial companies reflecting current financial capabilities of present and potential contractors	Destroy after 10 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Contractor Articles/Certificates of Incorporation	case files of articles or certificates of incorporation	at MAJCOMs	Destroy 12 years after final payment on last contract to contractor. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Contractor Financial Data - Other	case files of other financial data, such as credit records, cash flow sheets, backlog reports, requests for financial clearance, with supporting attached information; secretarial approval forms; commercial credit agency reports, credit letters from financial institutions, manufacturers and other commercial agencies; financial agreements between commercial manufacturers, including subordinate agreements, guarantees, etc., from banks and commercial companies; articles of incorporation and financial analyses; newspaper reports; related papers and correspondence	at MAJCOMs	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	AF Contractor Experience List (AFCEL) Case Files	correspondence recommending changes to the list	at HQ USAF and recommending or concurring headquarters	Destroy 1 year after contractor is removed from the list. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Joint Consolidated List of Debarred, Ineligible and Suspended Contractors	joint consolidated list of debarred, ineligible and suspended contractors	at HQ USAF, HQ AFMC/JA and recommending activities	Destroy 1 year after contractor is removed from the list. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214
8.00	Civil Air Carrier Case Files - No Contract	solicitations, contracts, performance specifications, survey reports, financial evaluations and related records not resulting in a contract	at DOD Air Carrier Survey and Analysis (AMC) offices	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-86-7 See Note Number: 212, 213, 214
9.00	Civil Air Carrier Case Files - Contract	solicitations, contracts, performance specifications, survey reports, financial evaluations and related records resulting in a contract	at DOD Air Carrier Survey and Analysis (AMC) offices	Destroy 6 years and 3 months after final payment. AUTH: GRS3,Item3a(1) See Note Number: 212, 213, 214

Table 64-13

PROCUREMENT REPORTS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Procurement Action Reports	procurement action reports	procurement action reports, special action reports, monthly forecast reports, contract settlement reports, monthly procurement summary by purchasing office	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
1.01	Master AF Procurement History Tape	master AF procurement history tape	at AFMC	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Report of Contract Protection and Maintenance of Surplus Family Housing	reports	report of contract protection and maintenance of surplus family housing	Destroy 2 years after origination. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 64-14

OAR ADVANCE PAYMENT POOL AGREEMENTS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	OAR Advance Payment Pool	OAR Advance Payment Pool	determination and findings, advance payment pool agreement and	Remove from active file on closing out of

	Agreement (Primary File)	Agreement	amendments, establishing payment voucher and related correspondence in each category	pool and destroy after 6 additional years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	OAR Advance Payment Pool Agreement (Secondary File)	OAR Advance Payment Pool Agreement	transfer vouchers, deposit slips, bank statements and miscellaneous correspondence	Destroy 6 years after end of the FY to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 64-15

STANDARD PROCUREMENT SYSTEM (SPS)

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Standard Procurement System (SPS) Management Reports	reports and monthly procurement summaries by purchasing offices, including the Customer Integrated Automated Procurement System (CIAPS)	counterpart documents retained until they are eligible for final disposition	Destroy after 5 years. AUTH: GRS3,Item3d See Note Number: 212, 213, 214
2.00	Standard Procurement System (SPS) Transactions	Standard Procurement System (SPS) transactions	daily transaction listing, customer notices listing, customer notices	Disposition pending... AUTH: Unscheduled See Note Number: 212, 213, 214
3.00	Standard Procurement System (SPS) User-Generated Reports	Standard Procurement System (SPS) user-generated reports	user-generated reports, such as bidders mailing applications, SBSS and related data	Destroy when no longer needed. AUTH: GRS20,Item4 See Note Number: 212, 213, 214
4.00	Standard Procurement System (SPS) Release Documentation	Standard Procurement System (SPS) Release Documentation	release documentation and similar records	Disposition pending... AUTH: Unscheduled See Note Number: 212, 213, 214

Table 64-16

CONTRACTOR INDUSTRIAL LABOR RELATIONS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Contractor Occupational	Contractor Occupational Deferment case files	summary of occupational	Destroy when individual is

	Deferment Case Files - Summary		deferment actions, comparable forms and supporting records	removed from Reserve or deferred status or is inducted into the Armed Services. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Contractor Occupational Deferment Case Files - Deferment Records	Contractor Occupational Deferment case files	deferment records	Destroy after actions have been recorded on summary histories. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Contractor Occupational Deferment Case Files - Summary History	Contractor Occupational Deferment case files	summary histories	Destroy after 25 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Contractor Labor Relations Problems	reports relating to labor management issues, including background data and publications such as daily/weekly strike reports, wage data records covering labor management relations and labor laws, collective bargaining agreements, legal opinions and other documentation required by Air Force Industrial Labor Relations Offices	not covered elsewhere in this regulation	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Contractor Labor Relations Investigation Case Files - Liaison Office	field checks conducted at the work site of contractors or subcontractors to determine degree of compliance with established labor standards; reports of special investigation of suspected criminal or other violations of the applicable labor laws	at AF liaison offices	Destroy 3 years after case is closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Contractor Labor Relations Investigation Case Files - HQ USAF	cases involving willful and criminal violations, debarment actions and restitution over $500 and liquidated damages over $100	at HQ USAF	Destroy 3 years after case is closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Contractor Wage and Salary Acceptance Analysis Studies	studies used for comparative analysis and which serve as the basis for determining whether specific wages and salaries are to be accepted as an element of reasonable cost to be allocated to AF contracts	at procurement activities	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 64-17

OVERSEA CONTRACTING RECORDS

RULE	A	B	C	D
	If the records are or pertain	**consisting of**	**which are**	**then**

	to			
1.00	Contract Control Files	ledgers, purchases order logs and individual contracting record cards	at contracting offices	Destroy 1 year after completion of project. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 590
2.00	Individual Vendor Files	miscellaneous material indicating supplies and services offered by each vendor	null	Destroy when individual document is superseded by a new record, when vendor is removed from list of suppliers or on inactivation of the contracting activity, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 590

Table 65-1

FINANCIAL MANAGEMENT

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Financial Management Program Control	financial management program control	reports, studies, correspondence and related data that serve for control purposes in developing or improving comptroller systems programs	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Financial Management International Affairs	financial management international affairs	agreements or arrangements, special studies, reports, correspondence and related data that reflect on Air Force participation in international affairs programs	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Financial Management Uniform Commutation	commutation rates, uniform conversions, reports and vouchers on commutations funds	at HQ AFROTC	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Internal Controls Assessable Units	grouping of functional account codes with assigned OPRs	at SAF/FM	Destroy 5 years after assessable units are superseded or when no longer needed, whichever is later. AUTH: N1-AFU-86-63 See Note Number: 212, 213, 214
5.00	Internal Controls Risk Assessments	internal control risk assessments	documented worksheets, minutes of meetings and reports addressing the risk of assessable units	Destroy 5 years after completion of next comparable vulnerability assessment or when no longer needed, whichever is later. AUTH: N1-AFU-86-63 See Note Number: 212, 213, 214
6.00	Internal Controls Plan	internal control plans	follow-on action plans and schedules for required reviews	Destroy 5 years after completion of next comparable plan or when no longer needed,

				whichever is later. AUTH: N1-AFU-86-63 See Note Number: 212, 213, 214
7.00	Internal Controls Systemic Reviews	internal controls systemic reviews	documented review of system	Destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner. AUTH: N1-AFU-86-63 See Note Number: 212, 213, 214
8.00	Internal Controls Compliance Reviews	internal controls compliance reviews	letters, checklists, reports of finding and records pertaining to compliance-type reviews	Destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner. AUTH: N1-AFU-86-63 See Note Number: 212, 213, 214
9.00	Internal Controls End-of-Review Reports	internal controls end-of-review reports	summary of results of reviews	Destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner. AUTH: N1-AFU-86-63 See Note Number: 212, 213, 214
10.00	Internal Controls Statements of Assurance	internal controls statements of assurance	letters stating compliance or noncompliance with internal control objectives	Destroy 5 years after completion of next comparable statement or when no longer needed, whichever is later. AUTH: N1-AFU-86-63 See Note Number: 212, 213, 214
11.00	Internal Controls Annual Statement of Assurance	annual reports (RCS: DD-COMP(AR)1618) sent to SECDEF, including description of evaluation, report of material weakness, status of corrective action and other similar records	at SAF/FM	Retire as permanent. AUTH: N1-AFU-86-63 See Note Number: 6
12.00	Internal Controls Description of Evaluation	internal controls description of evaluation	record of actions taken to evaluate internal control	Destroy 1 year after completion of next comparable evaluation or when no longer needed, whichever is later. AUTH: N1-AFU-86-63 See Note Number: 212, 213, 214
13.00	Internal Controls Progress Reports	internal controls progress reports	report of progress on follow-on actions	Destroy 6 months after submission of next comparable report or when no longer needed, whichever is later. AUTH: N1-AFU-86-63 See Note Number: 212, 213, 214
14.00	Internal Controls Report of Material Weaknesses	internal controls report of material weaknesses	statement of problem, objectives, milestones, point of contact, etc.	Destroy 1 year after corrective action has been completed or after 5 years, whichever is

				later. AUTH: N1-AFU-86-63 See Note Number: 212, 213, 214
15.00	Internal Controls Status of Corrective Actions	internal controls status of corrective actions	report on achieving milestones and objectives for corrective actions	Destroy 1 year after corrective action has been completed or after 5 years, whichever is later. AUTH: N1-AFU-86-63 See Note Number: 212, 213, 214
16.00	Internal Controls End-of-Year Summary	internal controls end-of-year summary	report of hours spent on the internal control program	Destroy 1 year after submission of next comparable summary or when no longer needed, whichever is later. AUTH: N1-AFU-86-63 See Note Number: 212, 213, 214
17.00	Internal Controls Examination Reports	internal controls examination reports	documentation of internal control examinations or other actions taken to support the internal control program	Destroy 1 year after completion of next comparable report or after 5 years, whichever is later. AUTH: N1-AFU-86-63 See Note Number: 212, 213, 214
18.00	Cost Estimating Relationship/Cost Factor Program	reports, analyses, correspondence and related data which provide a chronology of O&M appropriations costs by organization and program element	at HQ USAF and MAJCOMs	Destroy after 10 years or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Cost Estimating Support Documents, Data Processing Cards	cost estimating support demands, data processing cards	statistical tabulations and other working papers	Destroy when superseded, obsolete or after 2 years, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Cost Estimating Relationship/Cost Factor Program - Supporting Data (Below MAJCOM)	cost estimating relationship/cost factor program - supporting data	below MAJCOMs	Destroy after 1 year, or when superseded, obsolete or no longer needed AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Cost Information Reports	cost information reports	stored in computer data banks	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.00	Cost Information Reports - Individual Program Data Files	cost information reports	individual program data files	Destroy after the acquisition phase of each program. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
23.00	Economic Resource Impact Statements (ERIS) - Record Copies	Economic Resource Impact Statements (ERIS)	at SAF/FMCE	Retire as permanent. AUTH: N1-AFU-90-52 See Note Number: 6

24.00	Economic Resource Impact Statements (ERIS) - Reference Copies	Economic Resource Impact Statements (ERIS)	includes the statement, support documents, statistical tabulations, correspondence, working papers, related data and reports	Destroy when obsolete or no longer needed. AUTH: N1-AFU-90-52 See Note Number: 212, 213, 214
25.00	Installation Reports of Audit - Activity Copy	installation-level reports of audit; public accountant audits of non-appropriated funds; centrally-directed audits	at activities having custody of records audited	Destroy with the records to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
26.00	Installation Reports of Audit	installation-level reports of audit; public accountant audits of non-appropriated funds; centrally-directed audits	at installation commander, audit focal point or intermediate MAJCOM/Air Staff OPR/OCR	Destroy 2 years after all management action have been completed provided deficiencies have been corrected. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
27.00	Commander's Audit Program Reports of Audit	commander's audit program reports of audit	at installation commander and staff	Destroy when all useful purposes have been served. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
28.00	Management Tracking and Status Reporting	report of audit tracking summaries, RCS: DD-IG(SA) 1574 reports and supporting records	at bases, MAJCOMs or Air Staff offices and associated audit focal points	Destroy 2 years after all management actions have been completed provided all useful purposes have been served. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
29.00	Government Contractor-Issued Travel Card	administrative support and control of charge cards (e.g., American Express, Diners Club), including employee card applications form, applicant acknowledgment, delinquent notices, account cancellation control log, maintenance form, account transfer notice, card agreement, projected renewal report, account summary activity management report, account list management report, audit management report, expense activity analysis, expense variance report, member list, airline credit report, travel activity report, volume report, aging and status analysis report, cardholder write-off recovery report, delinquency performance report, delinquency report, trail balance delinquency report, monthly statistical report, payment coupon, payment summary account activity, and related records	at unit coordinator, applicant office or recruiting office	Destroy when 3 years old. AUTH: GRS6, Item 5b See Note Number: 212, 213, 214

30.00	Administrative Claims - Financial (Disallowed and Paid in Full)	administrative claims - financial (disallowed and paid in full)	claims against the United States. Records relating to claims against the United States for monies that have been administratively (1) disallowed in full or (2) allowed in full or in part and final payment of the amount awarded	Destroy when 6 years, 3 months old. AUTH: GRS6,ITEM10a See Note Number: 212, 213, 214
31.00	Administrative Claims - Financial (Not Extended)	administrative claims - financial (not extended)	claims for which collection action has been terminated under 4 CFR Part 104.	Destroy when 6 years, 3 months old. AUTH: GRS6,ITEM10b(2)(a) See Note Number: 212, 213, 214
32.00	Administrative Claims - Financial (Extended)	administrative claims - financial (extended)	claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action	Destroy 3 months after the end of the extended period. AUTH: GRS 10b(2)(b) See Note Number: 212, 213, 214
33.00	Administrative Claims - Financial (Initiated/Not Owed)	administrative claims - financial (initiated/not owed)	claims that the agency administratively determines are not owed to the United States after collection action was initiated	Destroy when 6 years, 3 months old. AUTH GRS6,ITEM10b(3) See Note Number: 212, 213, 214
34.00	Administrative Claims - Financial (Litigation)	administrative claims - financial (litigation)	claims files that are affected by a court order or that are subject to litigation proceedings	Destroy when the court order is lifted, litigation is concluded or when 6 years, 3 months old, whichever is later. AUTH: GRS 10c See Note Number: 212, 213, 214
35.00	Administrative Claims - Financial (Approved Waivers)	administrative claims - financial (approved waivers)	approved waivers (agencies may approve amounts not aggregating to more than $500 or GAO may approve any amount)	Destroy 6 years, 3 months after the close of the fiscal year in which the waiver was approved. AUTH: GRS6,ITEM11a See Note Number: 212, 213, 214

Table 65-2

BUDGET

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Budgetary Analyses	budgetary analyses	interpretations and analyses of Executive Orders, statutes, other government policies, regulations and instructions, correspondence, reports and related records (such as cross-servicing and joint-servicing agreements) that	Retire as permanent. AUTH: NC1-AFU-83-16

			reflect on negotiations and consummations of interdepartmental and interagency agreements affecting budgetary responsibilities	
2.00	Budgetary Summaries and Special Studies	budgetary summaries and special studies	special pricing exercises, projects, working group reports, correspondence and related data	Destroy 2 years after FY in which created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	International Balance of Payments Forecast	international balance of payments forecast	form reports, studies, analyses, worksheets, correspondence and related data that reflect estimated DOD expenditures in foreign countries for national military construction (including DAF personnel expenditures)	Destroy 2 years after FY in which created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	International Balance of Payments Forecast - Source Documents and Data	international balance of payments forecast - source documents and data	source documents, feeder reports and supporting data that reflect estimated DOD expenditures in foreign countries for national military construction (including DAF personnel expenditures)	Destroy when superseded, obsolete or after 2 years, whichever is sooner AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Budget Development - HQ USAF and MAJCOM	records that document the formulation, development and establishment of approved budgets and financial plans, such as letter directives from higher authority (higher AF echelons, Office of Secretary of Defense, Office of Management and Budget, and congressional appropriations committees), operating budget forecasts, which include foreign currency budgets, minutes of working groups, and committee meetings, approved budget estimates, financial plans, reports, justification data, correspondence and related information	at HQ USAF and MAJCOMs	Retire as permanent. AUTH: NC1-AFU-80-8 See Note Number: 6
6.00	Budget Development - Below MAJCOM	records that document the formulation, development and establishment of approved budgets and financial plans, such as letter directives from higher authority (higher AF echelons, Office of Secretary of Defense, Office of Management and Budget and congressional appropriations committees), operating budget forecasts, which include foreign currency budgets, minutes of working groups, and committee meetings, approved budget estimates,	below MAJCOMs	Destroy 2 years after FY in which created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		financial plans, reports, justification data, correspondence and related information		
7.00	Budget Development - Other Than Budget Offices	records that document the formulation, development and establishment of approved budgets and financial plans, such as letter directives from higher authority (higher AF echelons, Office of Secretary of Defense, Office of Management and Budget and congressional appropriations committees), operating budget forecasts, which include foreign currency budgets, minutes of working groups and committee meetings, approved budget estimates, financial plans, reports, justification data, correspondence and related information	at other than budget offices	Destroy 1 year after the close of the FY to which it pertains. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Budgetary Call for Estimates	budgetary call for estimates	the "call" for estimated budget authorizations, advices of allocation, suballocation and allotments, the transfer of funds, reimbursements and other fiscal transactions, with correspondence, reports, manual statistical listings, mechanized runs and related data	Destroy 2 years after close of the FY in which appropriated funds are obligated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Congressional Hearings Information - Not in Published Congressional Hearings Records	correspondence, budgetary statements, forms, reports, transcripts, inserts for hearing records, budget estimate instructions and other related backup material that are or reflect data furnished congressional appropriations committees during budgetary hearings	at preparing offices and are not included in published congressional hearing records	Retire as permanent. AUTH: NN-173-340 See Note Number: 6
10.00	Congressional Hearings Information - Published in Congressional Hearings Records	correspondence, budgetary statements, forms, reports, transcripts, inserts for hearing records, budget estimate instructions and other related backup material that are or reflect data furnished congressional appropriations committees during budgetary hearings	published in congressional hearing records or are furnished monitoring activities for use during congressional budgetary hearings	Destroy 2 years after FY in which budget hearings are held or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Apportionment - HQ USAF	form reports showing Air Force requests, Office of the Secretary of Defense and Office of Management and Budget approvals, with justification data, correspondence and related papers	at HQ USAF	Destroy when no longer needed, but not later than 20 years after FY in which created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Apportionment - MAJCOMs & Below	form reports showing Air Force requests, Office of the Secretary of Defense and	at MAJCOMs and below	Destroy 2 years after document's fiscal year

		Office of Management and Budget approvals, with justification data, correspondence and related papers		appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled. AUTH: GRS5,ITEM4 See Note Number: 212, 213, 214
13.00	Allocation and Allotments	allocation and allotments	reports, studies, worksheets and similar support documentation, accountability ledgers and other accounting media pertaining to disbursement of public funds pertaining to annual, multiple and/or no-year appropriations	Destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled. AUTH: GRS5,ITEM4 See Note Number: 212, 213, 214
14.00	Program Project and Appropriation Control	program project and appropriation control	funding folders, approved budget and financial plans, program authorizations, budget authorizations, apportionment's, allotments, allocations, distribution schedules, status reports and supporting documents for monitoring obligations of funds	Destroy 2 years after document's fiscal year appropriation has ended its "expired year" status and applicable fiscal year appropriation has been cancelled. AUTH: GRS5,ITEM4 See Note Number: 212, 213, 214
15.00	Industrial Management, Stock and Working Funds	apportionment requests, funding charters and financial plans, audit reports, budget authorizations, allocations, expenditure projections, civilian personnel analysis data, with correspondence, analyses and related information	at HQ USAF, MAJCOMs and major subordinate commands	Destroy when no longer needed, but not later than 20 years after FY in which created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Industrial Management, Stock & Working Funds - Support Data	industrial management, stock & working funds	source documents, feeder reports and support data	Destroy 2 years after close of the fiscal year. AUTH: GRS5,Item4 See Note Number: 212, 213, 214
17.00	Foreign Military Assistance Appropriation and Funding	records that reflect on the procurement, allocation and allotment of multiple and/or no-year appropriation trust funds, training and grant aid appropriations, such as correspondence, reports, studies, analyses, accountability ledgers and other accounting media with budget authorization,	at HQ USAF, MAJCOMs and major subordinate commands	Destroy when no longer needed, but not later than 20 years after FY in which created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		allotments and related financial data		
18.00	Foreign Military Assistance Appropriation & Funding - Support Data	foreign military assistance appropriation & funding	source documents, feeder reports and support data	Destroy 2 years after close of the fiscal year. AUTH: GRS5,Item4 See Note Number: 212, 213, 214
19.00	Military Construction Funding - HQ USAF	budget authorizations, advices of allocation, suballocations and allotments, major construction program vouchers, program listings, estimates, approvals, control documents, correspondence, analyses and related data	at HQ USAF	Destroy when no longer needed, but not later than 20 years after FY in which created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Military Construction Funding - MAJCOM and Major Subordinate Command	advices of allocations, suballocations and allotments, including reports on the Deutschemark, Defense Support and Occupation Cost Fund, analysis of appropriation status by activity, project and/or Deutschemark activity, with correspondence and related data	at MAJCOMs and major subordinate commands	Destroy 15 years after receipt of notification of liquidation of the funds. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Military Construction Funding - Support Data	military construction funding	source documents, feeder reports and support data	Destroy 2 years after close of the fiscal year. AUTH: GRS5,Item4 See Note Number: 212, 213, 214
22.00	Deutschemark Construction Funding - HQ USAF	advices of allocations, suballocations and allotments, including reports on the Deutschemark, Defense Support and Occupation Cost Fund, analysis of appropriation status by activity, project and/or Deutschemark activity, with correspondence and related data	at HQ USAF	Destroy when no longer needed for reference, but not later than 20 years after FY in which created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
23.00	Deutschemark Construction Funding - MAJCOM and Major Subordinate Command	advices of allocations, suballocations and allotments, including reports on the Deutschemark, Defense Support and Occupation Cost Fund, analysis of appropriation status by activity, project and/or Deutschemark activity, with correspondence and related data	at MAJCOMs and major subordinate commands	Destroy 15 years after receipt of notification of liquidation of the funds. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
24.00	Deutschemark Construction Funding - Source Documents and Support Data	deutschemark construction funding	source documents, feeder reports and support data	Destroy 2 years after close of the fiscal year. AUTH: GRS5,Item4 See Note Number: 212, 213, 214
25.00	Funding Statistical Control Data	funding statistical control data	daily machine listings of billings and withdrawals, daily object codes, project	Destroy after 1 year or when no longer needed,

			cumulative listings, card control records and comparable control data	whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
26.00	Appropriations Status Reports - FY-End	appropriations status reports - FY-end	end of fiscal year annual reports reflecting an analysis of the status of appropriations by operating agency code, project and/or activity, with correspondence and related data	Destroy 5 years after the close of the last FY to which the report pertains. AUTH: GRS5,Item3a See Note Number: 212, 213, 214
27.00	Appropriations Status Reports - Other Than FY-End	appropriations status reports - other than FY-end	all other reports with correspondence and related data	Destroy 3 years after the end of the fiscal year. AUTH: GRS5,Item3b See Note Number: 212, 213, 214
28.00	Budget RCS Reports	Budget RCS reports	required reports used to prepare budget estimates, financial plans, adjustments and revisions thereto, for posting appropriation registers, and generally to monitor funding authorizations, commitments, obligations initiations, disbursements and other fiscal transactions	Destroy when superseded, obsolete or after 2 years, whichever is sooner AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
29.00	Budget Management Information System Computer Systems Program - HQ USAF	budget supporting data: computer system program-1, card summaries and master files used to support the funding requirements included in the President's budget	at HQ USAF	Destroy after 7 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-3

AUDITING

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Reports of Audit	includes Air Force-level and installation-level reports of audit; public accountant non-appropriated funds audit reports. Excludes accounts or records for which the report disclosed deficiencies involving monies owed to the US Government, suspected fraud, falsification of documents, or criminal conduct (Rule 7)	at all audit agency activities	Destroy 5 years after fiscal year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Audit Program and Working Paper Files	information related to Air Force-level and installation-level audits. Excludes accounts or records for which the report disclosed deficiencies involving monies owed to the US Government, suspected fraud, falsification of documents or criminal conduct (Rule 7)	at all audit agency activities	Destroy 3 years after fiscal year. AUTH: N1-AFU-90-3 See Note

				Number: 212, 213, 214
3.00	Commander's Audit Program	information related to reports of audit; audit programs, working paper files	at all audit agency activities	Destroy 1 year after fiscal year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Audit Management Tracking and Status Reporting	includes report of audit tracking summaries and supporting records. Excludes the report disclosed deficiencies involving monies owed to the US Government, suspected fraud, falsification of documents, or criminal conduct (Rule 7)	at all audit agency activities	Destroy 2 years after fiscal year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Audit Control and Planning	information related to data as to account or funds audited, period of audit, resources planned or expended, locations and time of audit and statistical or audit planning information and correspondence	at all audit agency activities	Destroy 5 years after fiscal year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Unaudited Records Subject to Audit, Inspection or Investigation	information related to unaudited accounts or records that have a normal retention period of less than 3 years, but are pertinent to an audit, inspection, or investigation (also covering specially selected records of inactivating activities or closing bases)	at all audit agency activities	Destroy after 3 years. AUTH: GAO Title8,Item7 See Note Number: 212, 213, 214
7.00	Audited Records with Deficiencies	information related to accounts or records for which the report disclosed deficiencies involving monies owed to the US Government, suspected fraud, falsification of documents, or criminal conduct	at all audit agency activities	Destroy after 6 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-4

FINANCIAL STATEMENTS AND CONTROLLED REPORTS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Consolidated Statements and Reports	records reflecting on allocations, appropriations, net disbursements, reimbursements, trial balances, accountability, financial material, violations of DFAS-DE/Air Force Interim Guidance "Procedures for Administrative Control of Appropriations and Funds Made Available to the Department of the Air Force", costs, expenses, military and civilian pay, medical income and equipment data, foreign military sales, real property, supporting records and related schedules	at MAJCOMs	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

2.00	Consolidated Statements and Reports at Major Subordinate Commands and Below	records reflecting on allocations, appropriations, net disbursements, reimbursements, trial balances, accountability, financial material, violations of DFAS-DE/Air Force Interim Guidance "Procedures for Administrative Control of Appropriations and Funds Made Available to the Department of the Air Force", costs, expenses, military and civilian pay, medical income and equipment data, foreign military sales, real property, supporting records and related schedules	at major subordinate commands and below	Destroy after 4 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Consolidated Statements and Reports - Expired Accounts	consolidated statements and reports	related to expired and merged ("M") accounts	Destroy 6 years and 3 months after period covered by account. AUTH: GRS6,Item1a See Note Number: 212, 213, 214
4.00	Statement of Accountability	SF1219 or comparable forms and supporting records reflecting summarization's of all collections, disbursements and transfers for each account month	at field AFOs and reported to HQ DFAS-DE	Destroy 1 year and 1 month after close of the FY to which it pertains. AUTH: N1-AFU-90-20 See Note Number: 212, 213, 214
5.00	Statement of Designated Depository Account	Statement of Designated Depository Account	original SF1149s and supporting records, such as negotiated or cancelled checks (or certified lists), bank statements, check reconciliation listings and related papers	Destroy after 6 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Controlled Reports at HQ USAF and MAJCOMs	correspondence and other papers relating to reports that include but are not limited to survey code reports, surety bond report, containing data required by HQ USAF for submission to other government agencies and the Congress	at HQ USAF and MAJCOMs	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Controlled Reports at Major Subordinate Commands and Below	correspondence and other papers relating to reports that include but are not limited to survey code reports, surety bond report, containing data required by HQ USAF for submission to other government agencies and the Congress	at major subordinate commands and below	Destroy after 1 year or on inactivation of the office, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Reports of Accounting and Finance Activities	workload and man-hour data	at MAJCOMs and below	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

9.00	R&D Job Order Cost Accounting System (JOCAS)	job order estimates and job order timesheets	at major subordinate commands and below	Destroy after 6 months or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	R&D JOCAS Cost Structure of Job Order Standard and Man-Hour Rates	R&D JOCAS cost structure of job order standard and man-hours rates	at major subordinate commands and below	Destroy 1 year after superseded or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	R&D JOCAS Job Order Cost Accounting System Tables	register listings, detailed listings and management reports	at field cost center managers and other activities	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	R&D JOCAS Monthly Job Order Register Listings	other than last month of FY	at field AFOs supporting R&D job order cost accounting	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	R&D JOCAS Job Order Master History Listing	R&D JOCAS job order master history listing	at field AFOs supporting R&D job order cost accounting	Destroy 4 years after FY in which created or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	R&D JOCAS Tables, Detailed Listings	JOCAS, management reports and the job order register listing for the last month of the FY	at field AFOs supporting R&D job order cost accounting	Destroy 4 years after FY in which created or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-5

DEFENSE CONTRACT FINANCING PROGRAM				
	A	B	C	D
RULE	If the records are or pertain to	consisting of	which are	then
1.00	Guaranteed Loan Contract Negotiation	applications for V loans and related records, correspondence between the Federal Reserve Bank and guarantor, loan or credit agreements and supplements thereto, guarantee agreements and supplements and related data	held in operating area for 2 years after case is closed	Send to HQ DFAS-DE where they are destroyed after 4 additional years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Guaranteed Loan Contract Negotiation Public Vouchers (Original)	for purchases and services other than personal covering administrative expenses	incurred by the Federal Reserve Bank in connection with loans made pursuant to Executive Order 10480	Send to HQ DFAS-DE 1 year after completion of AF audit for retirement to Denver Federal Records Center (DFRC) after 1 additional year; DFRC will destroy these records 6 years and 3 months from date of account. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Guaranteed Loan Contract Negotiation Card Index Control Records	guaranteed loan contract negotiation card index control records	pertinent information concerning the financial status of the guaranteed loan borrowers	Destroy when no longer needed or on discontinuance of the Defense Contract Financing Program, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Contract Renegotiation	agreements and unilateral orders pertaining to the Renegotiation Act of 1948 (50 U.S.C. App 1193) and 1951 (50 U.S.C. 1211-1233), tax credit computations, correspondence and related data	on hold in operating area for 2 years after case is closed	Send to HQ DFAS-DE where it is destroyed after 4 additional years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Contractors' Indebtedness	contract modifications/letters, contracting officer demands/assessments, debt collection correspondence, company financial data and related reports, various Department of Justice or court related documents and miscellaneous correspondence relating to indebted contractors	on hold in operating area for 2 years after case is closed, then sent to HQ DFAS-DE/WAD	Destroy 6 years after case is closed. AUTH: NC1-AFU-80-47
6.00	Banking Facilities Case Files	banking facilities case files	correspondence, reports and related data that reflect establishment and operation of banking facilities and depositories, foreign currency, military payment certificates, military payment orders	Destroy 6 years after termination of activity or inactivation of the installation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

			and US Treasury checks	

Table 65-6

INTERNATIONAL ACCOUNTING RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Financial Transactions Between the US and Foreign Countries or International Organizations	copies of financial agreements and arrangements (originals at Dept of State), correspondence, and related data evidencing support rendered or received by the USAF (for grant aid record, see Table 16-1)	at HQ USAF	Destroy 10 years after FY in which case is closed. Authority: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Financial Transactions Between the US and Foreign Countries or International Organizations MAJCOMs and Below	copies of financial agreements and arrangements (originals at Dept of State), correspondence and related data evidencing support rendered or received by the USAF (for grant aid record, see Table 16-1)	transactions between the US and foreign countries or intenational organizations MAJCOMs and below	Ssee disposition governing the accounting records to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Accounts Receivable and Payable Case Files	accounts receivable and payable case files	international and intragovernment accounts containing basic accounting records, related posting records, reports, correspondence, copies of agreements and collection and payment actions	Destroy 4 years after final collection and/or payment was made, provided any corrective action required by audit has been accomplished. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Foreign Military Sales (FMS) (Military Assistance)	shipping records, machine listings material inspection and receiving report (DD Form 250), country transaction report and comparable and related records pertaining to accounting for expenditures incident to the Direct Forces Support Program, Common Items Programs, Excess Program, Foreign Military Facilities Program, Off Shore Procurement Program, and the Foreign Military Sales Program (formerly the Reimbursable Aid (RMA) Program)	at MAJCOMs and ALCs (including overseas depots) and other overseas and monitoring activities	Destroy 10 years after FY in which case was closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	FMS Suspense Control Cards	FMS suspense control cards	daily and monthly detail delivery cards	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-7

REVOLVING FUND RECORDS				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Industrial Funds Printing Requisitions	requisitions	industrial funds printing requisitions	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Industrial Funds Subsidiary and Detail	industrial funds subsidiary and detail	ledgers, registers, trial balances, requisitions, movement records and supporting books of original entry	Destroy after 2 years, provided any corrective action required by audit has been accomplished. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Air Force Stock Funds	Air Force stock funds	subsidiary ledgers, journal vouchers, books of original entry (including commissary journals)	Destroy after 2 years, provided any corrective action required by audit has been accomplished. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	General Ledgers	general ledgers	books of final entry (manual and machine form ledgers)	Destroy after 6 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Year-End Financial Statements	statements	year-end financial statements	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Copies of Financial Statements	statements	copies of financial statements	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Medical/Dental Stock Funds (B3500/BV Products)	computer products including but not limited to: A & F adjustment error list (B1D); daily materiel transaction list (B1F); daily update (B2E); BK1, BK2, and 1BT card transmittal list (B2Q); project funds management record list (daily) (C2A); cost center/due-out change list (C5P); due-in record audit list (F2H); claims payable/receivable status (F2N); cost center due-out reconciliation adjustment list (F3K); GLA transaction update	used primarily to support medical/dental stock funds general ledger update; to reconcile with the trial balance and to reconcile to expense, obligation and reimbursement data in the general accounting (BQ) system	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		(daily) (R7B); processing control report (R7C)		
8.00	Local Purchase and MILSTRIP Payment Listings (B3L/M);	PFMR/CCR status (C1A) and reconciliation (EOM); Medical Materiel Accounting System output (C1Z); Medical Materiel Management Report, RCS: HAF-SGS(M)7136; Project Funds Management Record List (EOM) (C2A); negative billings report (C2D); monthly reimbursable investment transactions (C2K); stock fund reimbursable sales and sales returns (C2R) customer billing records (C2S); excess to DPSC (EOM) (C3B); claims receivable/payable records (EOM) (C3P); on-order-in transit and payable listing (EOM) (C3W); summarized general ledger entry (C3Y); general ledger summary listing (C6B); cost center list (EOM) (F1A); procurement fund summary record list (EOM) (F2A); local purchase open item list (EOM) (F2M); MILSTRIP research and follow-up list (F2I); GLA transaction update (EOM); E, GLA, MGL, S transactions (C1C); DLA excess status deletions (B3B); delinquent accounts delete card list (F2P); details records written off list (F2Q)	used primarily to support medical/dental stock funds general ledger update; to reconcile with the trial balance and to reconcile to expense, obligation, and reimbursement data in the general accounting (BQ) system	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Air Force Stock Fund Reporting System (B3500/YO)	Air Force stock fund materiel accountant errors/messages; stock fund managers' errors/ messages	used primarily to support medical/dental stock funds general ledger update; to reconcile with the trial balance and to reconcile to expense, obligation and reimbursement data in the general accounting (BQ) system	Destroy 30 days after report month. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Air Force Stock Fund Processing Control	processing control	Air Force stock fund processing control	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	General Ledger Audit Update	update	general ledger audit update	Destroy after 6 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Air Force Stock Fund Trial Balance; Proof of Accounts	proof of accounts	Air Force stock fund trial balance	Destroy 2 years after close of the FY to which they pertain, provided any corrective action required by audit has been accomplished. AUTH: N1-AFU-90-

				3 See Note Number: 212, 213, 214
13.00	Consolidated Payment History List	list	consolidated payment history list	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Seller Interfund Bills - Non-FMS	bills mailed and those sent to DAASO for distribution to buyers	not FMS	Destroy 1 year after close of FY in which billed. AUTH: NC1-AFU-90-93 See Note Number: 212, 213, 214
15.00	Seller Interfund Bills - FMS	bills mailed and those sent to DAASO for distribution to buyers	FMS	Destroy 2 years after close of FY in which billed. AUTH: NC1-AFU-90-93 See Note Number: 212, 213, 214
16.00	Buyer Interfund Bills - Non-FMS	bills received by mail and interfund zero balance listings	not FMS	Destroy 1 year after close of FY in which billed. AUTH: NC1-AFU-90-93 See Note Number: 212, 213, 214
17.00	Buyer Interfund Bills - FMS	hard copy bills and interfund zero balance listings	FMS	Destroy 3 years after close of FY in which created. AUTH: NC1-AFU-90-93 See Note Number: 212, 213, 214
18.00	Automated Materiel Accounting System (U-1050II)	computer listings including but not limited to: EOD, IMR and GLA update (D07); daily PFMR/OCCR update and reconciliation (D11); EOD punch-out; FIA code listing (D32); SF MACR status report (D08); daily fuels update and AMAS punch-out (D27)	used primarily to review SBSS transactions and their effect on the accounting records	Destroy after 3 months or upon receipt of new listing; where annotation is required, retain record until annotation has been transferred to new record. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Automated Materiel Accounting System (U1050-II)	SF MACR status report (EOM-D08); daily fuels update and AMAS punch-outs (EOM-D27); local purchase and MILSTRIP payment list (D29); stock fund on-order, intransit payable list (M01); organization cost center lists (EOM plus all cost center report card lists)(M03); PFMR detail billing lists (M05); EOM punch-out (M12); SFIMR report (M18); fuels sales analysis report (M27); aviation fuels billings (including transfer out	used primarily to support AFSF general ledger update; to reconcile with the trial balance; and to reconcile to expense, obligation and reimbursement data in the General Accounting (BQ) System	Destroy after 1 fiscal year. AUTH: GRS6,ITEM1b See Note Number: 212, 213, 214

		accounts payable and receivable list with supporting records-M28); stock fund unobligated and obligated due-out summary report (M29); SF billing products (M05/M33); PFMR reports (EOM)(M35); obligated due-out listings (M36); LP and MILSTRIP research and follow-up list (M37); major appropriated funded investment MACR status list (M07); equipment in use general ledger update list (M17); OP-26 fuels budget exhibit report (M39); equipment in use (Q03); investment inventory reconciliation (Q06)		
20.00	Machine Cards	machine cards	including but not limited to: local purchase and MILSTRIP payment cards; AVFUEL obligation transaction cards; E and R cards; GLA cards; fuel sales analysis report cards; MILSTRIP follow-up cards; trial balance report cards; OP-26 report cards	Destroy 30 days after month produced or processed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Seller Interfund Cards	cards	seller interfund cards	Destroy 6 months after produced. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.00	AVFUEL Management Accounting System (AMAS)	AVFUEL Management Accounting System (AMAS)	AVFUEL transaction/edit list, Parts I through VII (F3A); AVFUEL Transient Refueling Suspense Control (F2D); AVFUEL Transient Open Item list (F3F)	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
23.00	AVFUEL AMAS F3E, F3C, F3D, F3H and F2R	AVFUEL AMAS F3E, F3C, F3D, F3H and F2R	assigned aircraft validation control listing (F3E); wing/base aircraft summary (F3C); wing/base MDS summary (F3D); current month AZZ AVO, and AHR transmittal list (F3H); consolidated transaction history list (F2R)	Destroy 1 year after close of FY. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
24.00	CAPS - Management Notices/Audit Registers	management notices and audit registers	related to Commissary Accounts Payable System (CAPS)	Destroy when purpose has been served. AUTH: NC1-AFU-91-12 See Note Number: 212, 213, 214, 600
25.00	CAPS - Unreconciled Invoice/Recycled Receipts Reports	CAPS	unreconciled invoice reports; recycled receipts reports	Destroy when a new list is produced (transfer research notes to the new list for items remaining

				on the new report). AUTH: NC1-AFU-91-12 See Note Number: 212, 213, 214
26.00	CAPS - Re-reconciled Invoice Report	CAPS	Re-reconciled invoice report	Destroy after determining reason for invoice(s) being re-reconciled. AUTH: NC1-AFU-91-12 See Note Number: 212, 213, 214
27.00	CAPS - Payment Review/Reconciled Invoice Report	CAPS	payment review/reconciled invoice report	Destroy after latest payment due date listed on report. AUTH: NC1-AFU-91-12 See Note Number: 212, 213, 214
28.00	CAPS - GLAC Report	CAPS	GLAC Report	Destroy no less than 2 years after month in which data was reported in RCS: SAF-ACF(N)7119 (if used as journal voucher or as backup to journal voucher). AUTH: NC1-AFU-91-12 See Note Number: 212, 213, 214
29.00	CAPS - Purged Transaction History Listing/Invoice & Receipt List	CAPS	purged transaction history listing; purged invoice and receipt list	Destroy 1 year after output from the purge process. AUTH: NC1-AFU-91-12 See Note Number: 212, 213, 214
30.00	CAPS - Received Not Paid Report (Validate Unpaid Receipt Details)	CAPS - received not paid report(validate unpaid receipt details)	used to validate unpaid receipt details	Destroy after validation is complete. AUTH: NC1-AFU-91-12 See Note Number: 212, 213, 214
31.00	CAPS - Received Not Paid Report (Substantiate LP Payables)	CAPS - received not paid report (substantiate LP payables)	used to substantiate value of local purchase payables reported in RCS: SAF-ACF(M)7119	Destroy after 1 year. AUTH: NC1-AFU-91-12 See Note Number: 212, 213, 214
32.00	CAPS - Vendor Contract Directory	CAPS	vendor contract directory	Destroy on receipt of a new directory. AUTH: NC1-AFU-91-12 See Note Number: 212, 213, 214
33.00	CAPS - Voucher Control Log	CAPS	voucher control log	Destroy 6 years and 3 months after close of FY to which it pertains. AUTH: NC1-AFU-91-12 See Note Number:

				212, 213, 214
34.00	MAPS - Interface Programs' Listings	computer listings produced by interface programs including but not limited to: PCNs SH121-TQ: BCAS/MAPS interface (000017); BCAS records added suspended (000023); BCAS/MAPS update error report (000024); daily vendor receipt/return list (000038); D033 daily vendor receipt/ return list (000042); BQ transaction to send, accepted/rejected (000046); SBSS/MAPS interface (000037)	used primarily to review BCAS vendor and contract, SBSS and MEDLOG receipt and BQ payment transaction interfaces	Destroy when new listing received; where applicable, ensure research notes are included with any specific items carried over to new list. AUTH: NC1-AFU-91-12 See Note Number: 212, 213, 214
35.00	MAPS - Optional Programs' Listings	computer listings produced by optional product programs including but not limited to: PCNs SH121-TQ: vendor directory (000002); vendor indebtedness directory (000003); vendor/contract suspense list (000011); by-others contract list (000004); active PSR data element list (000045); invoice audit list (000040); over-received follow-up to supply (000018)	used primarily to review status of vendor, contract appropriation summary table records, and to audit and correct invoices and receipts recorded in the MAPS database	Destroy when new listing received or reason for obtaining list has been satisfied; where applicable, ensure research notes are included with any specific items carried over to new list. AUTH: NC1-AFU-91-12 See Note Number: 212, 213, 214
36.00	MAPS - Open Items/Obligations Listings	computer listings produced by optional product programs including but not limited to: PCNs SH121-TQ: SBSS reconciliation list part 1-MAPS open item list (000012)	used primarily to verify open items, obligations	Destroy after 1 calendar year. AUTH: NC1-AFU-91-12 See Note Number: 212, 213, 214
37.00	MAPS - AFSF General Ledger Adjustments/Open D033 Transactions	PCNs SH121-TQ: SBSS reconciliation list pert 2-EOM adjustment totals (000012); D033 local purchase summary report (000038); receipt payment fund code discrepancy list (000036)	used to adjust AFSF general ledger for unprocessed supply payment interface transactions or open D033 obligations and payment transactions	File with and as support for journal voucher adjusting AFSF general ledger; destroy after 2 years, provided any corrective action has been accomplished. AUTH: NC1-AFU-91-12 See Note Number: 212, 213, 214
38.00	MAPS - Prompt Payment Act	Prompt Payment Act information list	used to adjust AFSF general ledger for unprocessed supply payment interface transactions or open D033 obligations and payment transactions	Destroy after 1 year with retained copy of Prompt Payment Act Report (RCS: DD-COMP(Q)1619). AUTH: NC1-AFU-91-12 See Note Number: 212, 213, 214
39.00	MAPS - Transaction Verification and Notices of Action	computer listings produced by end-of-day programs including but not limited to: PCNs SH121-TQ: unprocessed receipt transactions (000001); AFO/BCO receipt item discrepancies (000013);	used primarily to verify transactions processed and notices of actions to be taken	Destroy when new listing received or reason for obtaining list has been satisfied; where applicable, ensure research notes are

		manually added receipts plus their potential duplicates (000016); invoices with interest penalty due (000025); unreconciled invoices (000031); partial invoice for contracts requiring complete payment (000030); overbilled invoices-no payment due (000032)		included with any specific items carried over to new list. AUTH: NC1-AFU-91-12 See Note Number: 212, 213, 214
40.00	MAPS - Computation List/Materiel Payment Forecast	MAPS - computation list/materiel payment forecast	computer listings produced by end-of-day programs, included but not limited to: PCNs SH121-TQ: invoice computation list (000033); materiel payment forecast (000014)	Destroy when new listing received. AUTH: NC1-AFU-91-12 See Note Number: 212, 213, 214
41.00	MAPS - Voucher Control Log	MAPS - voucher control log	computer produced voucher control PCN SH121-TQ (000028) and supplemental voucher control log PCN SH121-TQ (000026) produced by end-of-day programs	Destroy after 6 years. AUTH: NC1-AFU-91-12 See Note Number: 212, 213, 214
42.00	MAPS - DOV Register	MAPS - DOV Register	DOV register PCN SH121-TQ (000029)	Destroy after 1 year (AFOs using MACRODOV summary voucher procedure should file DOV register as an integral part of payment voucher). AUTH: NC1-AFU-91-12 See Note Number: 212, 213, 214
43.00	MAPS - End-of-Day Programs	MAPS - End-of-Day Programs	computer listings produced by end-of-day programs, including but not limited to: PCNs SH121-TQ: voucher creation error list (000027); vouchers DOV'd without check number (000034); receipt/payment adjustment transactions (000035); BQ payment transactions not created list (000065)	Destroy after verification that corrective action has been taken. AUTH: NC1-AFU-91-12 See Note Number: 212, 213, 214

Table 65-8

DISBURSEMENTS, REIMBURSEMENTS, COLLECTION AND CONTRACT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Original Accounts	collection and disbursing vouchers,	held at base-	Send to HQ DFAS-DE in

	(Base-Level)	bond issuance schedules, applicable control registers and listings, statements of accountability and supporting records, telephone and telegraph bills, Treasury statements and reconciliations, certificates of deposit and comparable data	level awaiting shipment to HQ DFAS-DE	accordance with DFAS-DE Regulation 177-108. AUTH: See Note Number: 212, 213, 214
2.00	Original Accounts (Held for GSA Transportation Audit)	original money accounts, vouchers, contracts and supporting documents	retained for on-site GSA audit or audit delegated by GSA	Destroy 6 years and 3 months after period covered by account. AUTH: GRS6,ITEM1a See Note Number: 212, 213, 214
3.00	Wherry or Capehart Act Housing	records related to paying for initial construction of housing units under the Wherry act or Capehart Act; record of appropriations, reimbursement reports, vouchers, to include expenses, mortgage insurance premiums and related accounting records	at HQ USAF	Destroy 6 years and 3 months after final payment is made according to FHA amortization schedule or mortgage is paid AND after obtaining clearance from AFREA, AF/CEH and AF/JA. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Administrative Claims Record Copies	documents relating to claims for money or property which were administratively determined to be due and owing the U.S. for which the Government's right to collect was not extended	at AFOs	Destroy 10 years and 3 months after the year in which the Government's right to collect first accrued. AUTH: GRS6,10b(2)(a) See Note Number: 212, 213, 214
5.00	Administrative Claims Non-Record Copies	documents relating to claims for money or property which were administratively determined to be due and owing the U.S. for which the Government's right to collect was not extended	at accounting and finance activities	Destroy after 1 year. AUTH: GRS6, Item1b See Note Number: 212, 213, 214

Table 65-9

LEDGERS, JOURNALS, LISTINGS, AND REPORTS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	General Ledgers	ledgers, allocation files and command files for bases	at MAJCOMs, major subordinate commands, and other operating agencies per [B29]DFAS-DE 7220.3-M, Fiscal Yearend Closeout Guidance Applicable to OSD and AF Appropriations	Destroy 6 years and 3 months after FY to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	General Ledgers - Expired Accounts	ledgers, allocation files and command files for bases pertaining to expired and merged ("M") accounts	at MAJCOMs, major subordinate commands and other operating agencies per [B29]DFAS-DE 7220.3-M, Fiscal Yearend Closeout Guidance Applicable to OSD and AF Appropriations	Destroy 6 years and 3 months after period covered by account. AUTH: GRS6,Item1a See Note Number: 212, 213, 214
3.00	Reconciliation	reconciliation listings	credit and debit block registers,	Destroy after 6

	Listings		reconciled mechanical listings predetermined and brought forward and lot proof listings	months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Reconciliation Listings - Expired Accounts	reconcilitation listings - expired accounts	credit block registers, reconciled mechanical listings predetermined and brought forward, and lot proof listings pertaining to expired and merged ("M") accounts	Destroy 6 years and 3 months after period covered by account. AUTH: GRS6.Item1a See Note Number: 212, 213, 214
5.00	Daily Audit Lists	daily audit lists	reconciled mechanical lists	Destroy after 1 month. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-10

LOSS OF FUNDS CASE FILES

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Losses of Appropriated Funds AFO is Granted Relief	reports of investigating officers and of proceedings of boards of officers, allied papers containing factual information on losses, correspondence and related papers used to determine pecuniary liability for losses	cases in which the AFO is granted relief and no other person is held liable	Destroy 4 years after date of last action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 602
2.00	Losses of Appropriated Funds With 6-Year Statue of Limitation Allowance	reports of investigating officers and of proceedings of boards of officers, allied papers containing factual information on losses, correspondence and related papers used to determine pecuniary liability for losses	cases in which the 6-year statute of limitation allows an individual or bond company to file a claim for the amounts paid to cover losses of funds	Destroy 6 years after date of last action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 601, 602
3.00	Losses of Appropriated Funds Reports, Substantiating Data	miscellaneous correspondence concerning shortages/overages in accounting and finance officers' accounts, including but not limited to: quarterly report of unexplained losses, semiannual report on day-to-day operating losses/overages under $500, subsidiary accountability record, synopsis of final action on closed cases, letters and messages providing explanation of shortages	at other than HQ DFAS-DE	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-11

CLAIMS, COLLECTION, MISSING-IN-ACTIOIN, KILLED-IN-ACTION, AND PRISONER-OF-WAR CASE FILES

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Pay and Allowances (Military and Civilian)	records reflecting development and adjudication of claims for pay and allowances, travel and transportation allowances, reimbursements for transportation of dependents and shipment of household goods pertaining to denied claims	at other than HQ DFAS-DE	Destroy 1 year after close of FY after final adjudication of the claim. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Fraud or Forgery Records	reports of investigations and correspondence created to establish amount of indebtedness, and to effect collection when retained for AFO or MAJCOM use	at other than HQ DFAS-DE	Destroy 1 FY after date of final action. AUTH: N1-AFU-88-53 See Note Number: 212, 213, 214
3.00	Garnishment Actions	case files containing the legal process reflecting development, pay over orders, copies of pay vouchers, unhonored cases and inquiries	in designated central control office	Destroy 6 years after case is closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Garnishment Actions	case files containing the legal process reflecting development, pay over orders, copies of pay vouchers, unhonored cases and inquiries	in offices other than designated central control office	Destroy 1 year after case is closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-12

USER CHARGES REPORT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	User Charges Reports and Reports of Services Rendered at HQ USAF	consolidated reports, feeder reports, correspondence and related data	at HQ USAF	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	User Charges Reports and Reports of Services Rendered at Other Than HQ USAF	retained copies of reports covered in Rule 1, related correspondence and other pertinent data	at other than HQ USAF	Destroy when superseded by follow-on report or 1 year after any discrepancies in reported data are reconciled by HQ DFAS-DE. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-13

CADET PAY

R	A	B	C	D

U L E	If the records are or pertain to	consisting of	which are	then
1.00	Cadet Pay Statements	pay statements of cadets	at Cadet Pay	Destroy 4 years after graduation. AUTH: NC1-461-82-1 See Note Number: 212, 213, 214
2.00	Cadet Pay Records	individual cadet pay record	at computer resources in computer bank	Closed out annually, on discharge or graduation and forward to HQ DFAS-DE. AUTH: NC1-461-82-1 See Note Number: 212, 213, 214
3.00	Cadet Pay Order (Originals)	originals of authorizations to pay or change the pay accounts of cadets, includes statement of charges for government property lost, damaged or destroyed, "A" series orders and all substantiating pay documents	at Cadet Pay	Forward to DFAS-DE monthly. AUTH: NC1-461-82-1 See Note Number: 212, 213, 214
4.00	Cadet Pay Order (2nd & 4th Copies)	second and fourth copies; substantiating documents and listings	at originating agency	Destroy 1 year after graduation. AUTH: NC1-461-82-1 See Note Number: 212, 213, 214
5.00	Cadet Pay Order (3rd Copy)	third copy	at Cadet Pay	Destroy after 1 year. AUTH: N1-AFU-88-13 See Note Number: 212, 213, 214
6.00	Posting Media	journal vouchers and other related specialized posting media for machine operations	used to effect internal adjustment through MAFR	Destroy after 1 FY. AUTH: NC1-461-82-1 See Note Number: 212, 213, 214
7.00	Document Control Logs	logs of numbered source documents	used to provide internal control of source documents	Destroy 3 months after close of FY to which they pertain. AUTH: NC1-461-82-1 See Note Number: 212, 213, 214
8.00	Tax and Interest Distribution	W-2 listings, quarterly FICA reports and Cadet Personal Investment Trust Fund interest distribution records and state tax vouchers	at Cadet Pay	Destroy 6 years after the CY to which they pertain. AUTH: NC1-461-82-1 See Note Number: 212, 213, 214
9.00	Payroll Registers	payroll listings, cumulative transactions listings, CPITF interest listings	at Cadet Pay	Destroy after 1 year. AUTH: NC1-461-82-1 See Note Number: 212, 213, 214
10.00	Transmittal Letters (Originals)	originals of document transmittal letters	at Cadet Pay	Forward to HQ DFAS-DE monthly. AUTH: NC1-461-82-1 See Note Number: 212, 213, 214
11.00	Transmittal Letters (Receipt Copies)	receipt copy of document transmittal letters from HQ DFAS-DE	at Cadet Pay	Destroy after 1 year. AUTH: N1-AFU-88-13 See Note Number: 212, 213, 214

12.00	Indebted Control Sheets	manual balancing sheets to mechanized system (F80 crossfeed and balance)	at Cadet Pay	Destroy after 4 years. AUTH: N1-AFU-88-13 See Note Number: 212, 213, 214
13.00	Non-Indebted Control Sheets	manual balancing sheets to mechanized system (F80 crossfeed and balance)	at Cadet Pay	Destroy after 1 year. AUTH: N1-AFU-88-13 See Note Number: 212, 213, 214
14.00	Folio Ledgers	ledger of trust revolving computerized balancing system	at Cadet Pay	Destroy 1 year after class graduates. AUTH: NC1-461-82-1 See Note Number: 212, 213, 214
15.00	General Ledgers	trial balance	at Cadet Pay	Destroy after 3 years. AUTH: GRS7,ITEM4a See Note Number: 212, 213, 214

Table 65-14

FINANCIAL PROPERTY ACCOUNTING RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Mechanized Cards and Tabulations Detail and Summary Cards	mechanized cards and tabulations detail and summary cards	for any number of days or periods within a particular month; for monthly or the accumulation of any number of months for consolidated purposes	Destroy after necessary reconciliations have been made with pertinent documents. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Mechanized Cards and Tabulations Listings and Tabulations	mechanized cards and tabulations listings and tabulations	for any number of days or periods within a particular month; for monthly, or the accumulation of any number of months for consolidated purposes	Destroy on receipt of new listing or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Basic Transactions Financial Inventory Accounting (FIA) Forms and Records	requisitions and shipping records, issue and turn-in slips, reconciliation and adjustment vouchers and other pertinent documents	at ALCs and bases	Destroy 1 year after close of the FY or calendar year to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Basic Transactions FIA Monthly and/or Quarterly Reports	operating statements, special reports and analyses and other pertinent reports (manual or mechanized)	at ALCs and bases	Destroy 1 year after close of the FY or calendar year to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-15

AIR LOGISTICS CENTERS (ALC) ACCOUNTING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Basic Transactions	cost ledger sheets, control registers, pro rate registers, recapitulation worksheets and reconciliations	at ALCs	Destroy 1 year after close of FY to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Basic Transactions Records More Than 1 Year's Cost	records covered in Rule 1 such as motor vehicle cost records	at ALCs	Destroy 1 year after FY in which transaction is entered in the ledger. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Mechanized EAM Cards and Tabulations	daily detail cards	at ALCs	Destroy after reconciliation with periodic summaries. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Periodic Summary Cards	periodic summary cards (except budget justification cost summary cards)	at ALCs	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Tabulations and Correction Sheets	tabulations and correction sheets (except daily listings in Rule 6)	at ALCs	Destroy 1 year after close of FY to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Daily Listings	daily listings when consolidated in monthly listings	at ALCs	Destroy after 90 days. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Historical Cost Data	summary costs by organization (operating cost reports), summary of cost by type production (budget justification cost summary cards) and special project costs accumulated	at ALCs	Destroy after 10 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	MAP Maintenance and Rehabilitation Project Records	detailed records pertaining to all maintenance and rehabilitation projects on reimbursable military assistance sales	at ALCs	Destroy after 6 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-16

ACCOUNTS CONTROL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	General Ledgers	manual and machine form ledgers, to include but not limited to the Operating Budget Ledger and Allotment Ledger	at base level accounts control SMAs	Destroy 4 years after FY to which they pertain. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214
2.00	Accounts Control General Ledgers - Expired Accounts	manual and machine form ledgers, to include but not limited to Operating Budget Ledger and Allotment Ledger pertaining to expired and merged ("M") accounts	at base level accounts control SMAs	Destroy 6 years and 3 months after the close of the fiscal year involved. AUTH: GRS7,ITEM2 See Note Number: 212, 213, 214
3.00	Subsidiary Ledgers	various forms and formats covering allotments, obligations, appropriation summaries, transactions paid by and for others; adjustments, suspense items; object classes, open allotments, industrial funds, stock funds; deposit funds; cash accountability and expenses	at base level accounts control SMAs	Destroy 3 years after FY to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Accounts Control Subsidiary Ledgers - Expired Accounts	subsidiary ledgers for expired and merged ("M") accounts	at base level accounts control SMAs	Destroy after 3 years. AUTH: GRS 7, Item 4a See Note Number: 212, 213, 214
5.00	Supporting Records (to Ledgers in Rules 1, 2, and 3)	Budget Authority/Allotment (AF Form 401) or authorized replacement, Obligation Authority/Sub-allotment (AF Form 402), subsidiary distribution of allotments and BAs to other SMAs; journal vouchers, and applicable records pertaining to recording commitments, obligations, accrued expenditures (paid and unpaid); reports of TDY and PCS on military or civilian travel under specific or centrally managed allotments and Status of Funds Data Base Transmissions	at base level accounts control SMAs	Destroy 3 years after FY for which related appropriations are available for obligation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Accounts Control Supporting Records - Expired Accounts	supporting records to accounts control general and subsidiary ledgers pertaining to expired and merged ("M") accounts	at base level accounts control SMAs	Destroy 6 years and 3 months after period covered by account. AUTH: GRS6,Item1a See Note Number: 212, 213, 214
7.00	Allocation and Allotment Records Pertaining to Continuing X or No-Year Appropriations	contracts, purchase orders, receiving reports and other applicable records pertaining to unliquidated allocation and allotment accounts of X and No-Year appropriations and unliquidated obligations of lapsed appropriations that have been transferred to appropriate successor (M) appropriations	held until the obligations are liquidated (including new records created as a result of the transferred appropriations)	Destroy 4 years after liquidation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Financial Statements Schedules and Reports	financial statements schedules and reports	retained copies of records required by higher headquarters	Destroy after 4 years. AUTH: N1-AFU-90-3 See Note Number: 212,

				213, 214
9.00	Accounts Control Financial Statements and Reports - Expired Accounts	accounts control financial statements and reports	retained copies of records required by higher headquarters pertaining to expired and merged ("M") accounts	Destroy 6 years and 3 months after period covered by account. AUTH: GRS6,Item1a See Note Number: 212, 213, 214

Table 65-17

AUTOMATIC DATA PROCESSING/PUNCH CARD ACCOUNTING MACHINE ACCOUNTS CONTROL

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Basic Transactions	transactions	basic transactions	Destroy per Table 65-16. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Daily Detail Machine Cards	aily detail machine cards	data used in daily operations	Destroy when necessary reconciliations are made with pertinent documents. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Periodic Summary Machine Cards	periodic summary machine cards	data used for any number of days or periods within a particular month or for accumulation of any number of months for consolidated purposes	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Monthly Summary Machine Cards	machine cards	monthly summary machines cards	Destroy after reconciliations are made or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Tabulations Used in Daily Operations	tabulations that include but are not limited to edit lists, transaction registers, ledgers, reports, maintained in monthly increments	used in daily operations	Destroy 1 month after monthly cutoff or when all questions are resolved, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

5.01	Year-end Fiscal Quarter Tabulations	tabulations that include but are not limited to edit lists, transaction registers, ledgers, reports	maintained in monthly increments	Destroy after 3 months or when all questions are resolved, whichever is later AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Periodic Summary Tabulations	tabulations that include but are not limited to edit lists, transaction registers, ledgers, reports	maintained in monthly increments	Destroy 1 month after monthly cutoff or when all questions are resolved, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Monthly Summary Tabulations	tabulations that include but are not limited to edit lists, transaction registers, ledgers, reports	maintained in monthly increments	Destroy 1 month after monthly cutoff or when all questions are resolved, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Consolidated Machine Cards and Tabulations	annual appropriations records produced from monthly summary or other records, to include but not limited to, selective transaction history listing	usually for an entire FY	Destroy 4 years after FY for which related appropriations are available for obligation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Accounts Control Consolidated Machine Cards and Tabulations - Expired Accounts	consolidated machine cards and tabulations for expired and merged ("M") accounts pertaining to unliquidated obligations transferred from lapsed appropriations produced from monthly summary or other records	usually for an entire FY	Destroy 6 years and 3 months after period covered by account. AUTH: GRS6,Item1a See Note Number: 212, 213, 214
10.00	Accounts Control Consolidated Machine Cards and Tabulations - Continuing X or No-Year Accounts	consolidated machine cards and tabulations	for continuing X or No-Year appropriations documents	Destroy 4 years after closing out of individual allocation or allotment account. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-18

INTERNAL CONTROL RECORDS

RUL	A	B	C	D
	If the records are	**consisting of**	**which are**	**then**

E	or pertain to			
1.00	(RESERVED)			(RESERVED)
2.00	Returned and Undelivered Checks and Bonds	checks and bonds	returned and undelivered checks and bonds	Destroy 1 year after disposition of the checks and bonds is recorded; destroy any remaining records after 1 year or on inactivation of office whichever is applicable. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Applications to Keep Cash on Hand	applications to keep cash on hand	at MAJCOMs, AFOs, deputy AFOs or agents	Destroy 6 years after close of FY to which it pertains. AUTH: N1-AFU-90-19 See Note Number: 212, 213, 214
4.00	Cash Accountability Control	analyses of daily cash accountability; receipt for transfer of cash and vouchers; transfer of currency; daily summary of cash collections; cashier's daily summary and related data	at MAJCOMs, AFOs, deputy AFOs or agents	Destroy after 1 year, provided any discrepancy is cleared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Overages and Losses of Public Funds,	reports of cash verification reports	at MAJCOMs, AFOs, deputy AFOs or agents	Destroy after 1 year, provided any discrepancy is cleared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Appointment Orders	administrative orders appointing individuals as cashiers and agents; orders, such as designation and appointment of deputy to accounting and finance officer; written designations of individuals within the office to execute certificates on vouchers and other records; signature cards pertaining to certifying officers and related data	at MAJCOMs, AFOs, deputy AFOs or agents	Destroy 6 years after cancellation or revocation of the order, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ DFAS-DE. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 603
7.00	Control Logs	logs used to provide reference and control for records of travel payments	at AFOs	Destroy 60 days after close of calendar year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Control Forms	used to provide reference and control of microfilmed pay records, negotiable instruments and similar data	at AFOs	Destroy with microfilmed records to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-19

COMMERCIAL SERVICES-FINANCIAL RECORDS

RULE	A	B	C	D
	If the records are	**consisting of**	**which are**	**then**

	or pertain to			
1.00	Fund Distribution	fund distribution	memorandum advice, from the accounts control area, of fund distribution records	Destroy after end of FY to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Obligation Authority	obligation authority forms, military interdepartmental purchase request, project orders and comparable documents	used to provide funds for commitment and obligation purposes	Destroy 4 years after commitment and obligation or 4 years after expiration date stated on record. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Obligation Authority - Expired Accounts	obligation authority forms, military interdepartmental purchase request, project orders and comparable documents	used to provide funds for commitment and obligation purposes related to expired and merged ("M") accounts	Destroy 6 years and 3 months after period covered by account. AUTH: GRS6,Item1a See Note Number: 212, 213, 214
4.00	Cancelled Commitments	cancelled commitments	unobligated commitments (UOCs) retained per DFAS-DE 7010.2-R[B30], Commercial Transactions at Base Level (formerly DFAS-DER 177-102 and AFR 177-102)	Destroy 1 year after cancellation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Cancelled Obligations - Accrued Expenditures Unpaid (AEU)	undelivered orders outstanding (UOO) and accrued expenditures unpaid (AEU) used to support claims by vendors	record copies at AFOs	Destroy 6 years and 3 months after the close of the fiscal year. AUTH: GRS7,ITEM3 See Note Number: 212, 213, 214
6.00	Cancelled Obligations - Undelivered Orders Outstanding (UOO)	undelivered orders outstanding (UOO) and accrued expenditures unpaid (AEU)	used to support claims by vendors	Destroy after 3 fiscal years. AUTH: GRS7,ITEM4a See Note Number: 212, 213, 214
7.00	Cancelled Commitments - Expired Accounts	Unobligated Commitments (UOCs)	pertaining to expired and merged ("M") accounts	Destroy 6 years and 3 months after period covered by account. AUTH: GRS6,Item1a See Note Number: 212, 213, 214
8.00	Cancelled Obligations - Expired Accounts	Undelivered Orders Outstanding (UOO) and accrued expenditures paid (AEU)	used to support claims by vendors related to expired and merged ("M") accounts	Destroy 6 years and 3 months after period covered by account. AUTH: GRS6, Item1a. See Note Number: 212, 213, 214
9.00	Accounts Receivable	ledgers and supporting records used to reflect	record copies	Destroy 6 years and 3 months after

		appropriation reimbursements, refunds and credits to deposit fund and receipt accounts		period of account. AUTH: GRS6,ITEM1a See Note Number: 212, 213, 214
10.00	Accounts Receivable - Other Copies	copies of ledgers and supporting records used to reflect appropriation reimbursements, refunds and credits to deposit funds and receipt accounts	not record copies	Destroy after 1 year. AUTH: GRS6,ITEM1b See Note Number: 212, 213, 214
11.00	Accounts Receivable - Expired Accounts	ledgers and supporting records used to reflect appropriation reimbursements, refunds, and credits to deposit funds and receipt accounts related to expired and merged ("M") accounts	record copies	Destroy 6 years and 3 months after period covered by account. AUTH: GRS6,Item1a See Note Number: 212, 213, 214
12.00	Collection Vouchers	vouchers	collection vouchers and supporting records	Destroy 6 years and 3 months after period covered by account. AUTH: GRS6, Item1a. See Note Number: 212, 213, 214
13.00	Accrued Expenditures Paid	accrued expenditures paid	expenditure vouchers with original supporting documents	Destroy 6 years and 3 months after period covered by account. AUTH: GRS6, Item1a. See Note Number: 212, 213, 214
14.00	Accrued Expenditures Paid Vouchers - Expired Accounts	expenditure vouchers with original supporting documents	pertaining to expired and merged ("M") accounts	Destroy 6 years and 3 months after period covered by account. AUTH: GRS6, Item1a See Note Number: 212, 213, 214
15.00	Accrued Expenditures Paid	original substantiating records with copies of expenditure vouchers	held per DFAS-DE 7010.2-R	Destroy 6 years and 3 months after period covered by account. AUTH: GRS6, Item1a See Note Number: 212, 213, 214
16.00	Accrued Expenditures Paid Substantiating Records - Expired Accounts	original substantiating records with copies of expenditure vouchers	pertaining to expired and merged ("M") accounts	Destroy 6 years and 3 months after period covered by account. AUTH: GRS6, Item1a See Note Number: 212, 213, 214
17.00	Record Transmittal	summary statement of activity forms and/or similar forms, received by subject matter areas (SMAs) to control transmission of source records	pertaining to appropriation reimbursements	Destroy 6 months after receipt is furnished SMA. AUTH: N1-AFU-90-3 See Note Number:

				212, 213, 214
18.00	Copies of Reports Pertinent to Commercial Service SMA	copies of reports	pertinent to commercial service SMA	Destroy 1 year after FY to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Posting Media	records (other than source records) such as journal vouchers, posting data transfer, similar forms and specialized posting media for machine applications	used to provide input data to the accounts control area	Destroy after 90 days or 90 days after discrepancy which may be involved is cleared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Control Logs for Recording Disbursement and Collection Vouchers	control logs	for recording disbursement and collection vouchers	Destroy 6 years after close of FY in which created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Commitments or Obligations	all active commitment and obligating records as reflected on the open item/record list and others	used to support commitments and obligations in accounting records	When paid, dispose of per Rule 6 or 7, as applicable; when not paid, dispose of per Rule 2 or 3. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.00	Internal Revenue Service (IRS) Reports	documents reflecting payments to individuals required to be reported to IRS, including Treasury Department forms	used to report payments (DFAS-DE 7010.2-R)	Destroy 5 years after end of calendar year in which paid. AUTH: N1-AFU-91-32 See Note Number: 212, 213, 214

Table 65-20

PAYING AND COLLECTING

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Daily Cash Accountability	forms such as daily cash accountability and transaction summary; daily summary of receipts, reimbursements and net disbursements; daily voucher control; cash collection record; daily voucher transmittal forms and related data	used by the paying and collecting subject matter area (SMA) to provide summary information to the accounts control area or to reflect daily transactions with other SMAs	Destroy 6 years plus 3 months, provided there are no outstanding discrepancies for which corrective actions are prescribed by DFAS-DE. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Monthly Cash Accountability	monthly cash accountability	forms such as Statements of Accountability,	Destroy 2 years after close of FY to which

			Statement of Designated Depository Account, Report of Foreign Currencies, with supporting records, schedules and related data	they pertain, provided there are no outstanding discrepancies for which corrective actions are prescribed by HQ DFAS-DE. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Subsidiary Accountability	subsidiary accountability forms and related records	used to record check issue overdrafts and underdrafts, funds in the hands of agents, overages and losses of funds	Destroy 1 year after FY in which created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Agent Accountability	statements of agent officer's account forms; transmittal for paid vouchers and related papers	used as a control on funds entrusted and returned by accounting and disbursing agents	Destroy 1 year after the agent transactions are reflected in the accounts of the principal AFO. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Agent Officer's Cash Blotter	agent officer's cash blotter	comparable forms	Destroy 4 years after close of the FY to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Reimbursement Vouchers	reimbursement vouchers	held by or for cash purchasing agents	Destroy 1 year after reimbursement. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Cashiering	receipt for transfer cash and voucher forms, daily summary of cash collections, cashiers daily summary, comparable forms and related papers	used to provide adequate controls over money, vouchers, and other documents received which require collection and/or disbursement action	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Deposits	deposits	certificate of deposit forms and similar forms used for designated limited depositories, schedule of cancelled checks (except those covered in Rule 2), lists of checks and negotiable instruments or microfilm copies of checks and instruments deposited	Destroy 1 year after FY in which deposits have been confirmed or on resolution of any outstanding 57F3878 adjustments, whichever is later. AUTH: GRS6,ITEM1b See Note Number: 212, 213, 214
9.00	Check Control - Daily	forms, check issue register and related information	used in the receipt of Treasury check stock and for control of blank checks allotted for preparation and issuance	Destroy after 1 year. AUTH: GRS6,ITEM1b See Note Number: 212, 213, 214
10.00	Check Control - Monthly	check control	month-end check issue summary and associated detail check issue data	Destroy 6 years and 3 months after period covered by account. AUTH: GRS6,ITEM1a See Note Number: 212, 213, 214
11.00	Replacement Checks	replacement checks	application, unavailable check cancellations, advise of status, check copies and	Destroy 6 years and 3 months after period covered by account.

			related documents	AUTH: GRS6,ITEM1a See Note Number: 212, 213, 214
12.00	U.S. Savings Bonds	U.S. Savings Bonds	applications for cash purchase of series E or H bonds, receipt for miscellaneous collections, transmittal of bond issuance schedules, bond control forms and comparable forms and related information	Destroy 1 year after FY in which created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Foreign Currency Control	foreign currency control	limited depository account form reports, foreign currency receipts control forms, disbursement control forms and exchange ledger	Destroy 1 year after FY in which created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Special Reports	joint message form	used for daily reporting of checks drawn on Treasury of United States, report of large individual payments, report of large individual collections and related information	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Automated Integrated Paying and Collecting (IPC) System Listings	Automated Integrated Paying and Collecting (IPC) System Listings	management listings not otherwise covered in this regulation	Destroy after 1 year. AUTH: GRS6,ITEM1b See Note Number: 212, 213, 214
16.00	Posting Media	records (other than source records) such as journal voucher, posting data transfer and similar forms	used to provide input data to account control area	Destroy after 90 days or 90 days after any discrepancy is cleared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Contingency Expenditures	contingency expenditures	forms such as vouchers for confidential expenditures memo, subvouchers for reimbursements of confidential funds and supporting records	Destroy 4 years after close of FY, provided any exceptions are cleared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Intelligence Contingency Funds Expenditure	funds expenditure	intelligence contingency funds expenditure	Destroy 2 years after close of FY, provided any exceptions are cleared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Currency Conversion and Control	purchases, receipts for miscellaneous collections, rosters of personnel authorized and unauthorized to convert, summary change listings and similar information	at personnel, AFOs, clubs, hotels, unit orderly rooms and similar activities when exchanging dollar instruments, foreign currencies or military payment certificates	Destroy 1 year after FY in which issued or on settlement of irregularities or discrepancies, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Dollar Instrument Purchase Control Forms	dollar instrument purchase control forms	at Air Post Offices and US-sponsored banking facilities	Destroy after 6 months or on completion of review by appropriate authority, whichever is later. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214
21.00	Public Vouchers for Medical Services	public vouchers for medical services	public voucher forms for purchases and services other than personnel and supporting information that relates to charges for emergency treatment of military personnel by civilian physicians, hospitals or clinics	Destroy after 5 years when vouchers are completed as to payment or 6 years after date claim first accrued when vouchers are incomplete or disapproved as to payment. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-21

TRAVEL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Transportation Requests	transportation requests	memorandum card copy of transportation request forms, US Government passenger warrants, travel and transportation warrants and requests for passenger transportation when official travel between two overseas stations requires travel to be performed on a foreign carrier	Destroy 3 years after close of FY in which obligations are incurred. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Government Bills of Lading (GB/Ls)	copy 8 of GB/Ls, including copies of freight warrants, car manifests, bills for occasional services, foreign bills of lading and foreign consignment notes from carriers of foreign countries	used to support accounting records, obligations and charges on shipping records	Destroy 1 year after close of FY in which obligations are incurred. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Joint Travel Regulation (JTR)	Joint Travel Regulation (JTR)	superseded pages	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Master Travel Record History Data - at Base Level	master travel record history data	at base level	Purge 30 days after transmitting to HQ DFAS-DE. AUTH: N1-AFU-91-15 See Note Number: 212, 213, 214
5.00	Record of Travel Payments - Transient Personnel Record Deletion List	record of travek payments - transient personnel record detention list	copies of Transient Personnel Record Deletion List	Destroy 90 days after date of listing. AUTH: N1-AFU-87-37 See Note Number: 212, 213, 214
6.00	Record of Travel Payment (DD Form 1588) - at	Record of Travel Payment (DD Form 1588)	at reinstated reduced/limited AFOs	Destroy after the information has been converted to an

	Reinstated Reduced/Limited AFOs			electronic medium and verified or when no longer needed to support the reconstruction of, or serve as the backup to the master file, whichever is later. AUTH: GRS20,ITEM2a See Note Number: 212, 213, 214
7.00	Record of Travel Payment (DD Form 1588) - at Base Level	Record of Travel Payment (DD Form 1588)	at base level	Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later. AUTH: GRS20,ITEM2a See Note Number: 212, 213, 214
8.00	Allotments, Commitments and Obligations	allotments, commitments and obligations	unobligated commitments or obligations and unliquidated obligations, such as basic agreements for storage of household goods and related services; reimbursement vouchers; comparable forms and related data	Destroy 3 years after FY for which related appropriations are made available for obligation, provided there are no discrepancies for which corrective action has been prescribed by HQ DFAS-DE. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Accrued Expenditures Paid	accrued expenditures paid	disbursement and collection vouchers, with supporting commitment and obligation records	Destroy when 1 year old. AUTH: GRS6,ITEM1b See Note Number: 212, 213, 214
10.00	Ledgers of Accounts	subsidiary accounts receivable ledger	for appropriation refunds	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Subsidiary Ledger of Deposit Funds	subsidiary ledger of deposit funds	maintained on forms, such as general ledger or appropriations reimbursement record	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Control Logs	control logs	disbursements and collection vouchers logs	Destroy 1 year after close of FY or calendar year in which created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Posting Media	records (other than source records) such as journal vouchers, posting data transfer, similar forms and specialized posting media for machine applications	used to provide input data to accounts control area	Destroy after 90 days or 90 days after any discrepancy is cleared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Automated Travel	listings produced by ATRAS	used for reconciliation	Destroy after 1

	Record Accounting System (ATRAS) Management Listings		and follow-up on obligations	month. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	ATRAS Fiscal Quarter-End Reconciliation Listings	ATRAS fiscal quarter-end reconciliation listings	Automated Travel Record Accounting System (ATRAS) products	Destroy after 6 months. AUTH: N1-AFU-91-15 See Note Number: 212, 213, 214
16.00	Travel Records (including Defense Travel System (DTS) and Reserved Travel System (RTS) Background Information)	original or copies of receipts, documents, statements of transactions and accountability, vouchers, disbursement schedules and all records doucmenting the basic financial transaction, money received and money paid out or deposited for activities relating or occuring during the course of conducting agency business. Audit records include, but are not limited to Air Force, Standard and Optional forms which doucment basic finanical transactions (i.e. SF 215, SF 224, SF 1012, SF 1034, SF 1036, SF 1038, SF 1047, SF 1069, SF 1080, SF 1081, SF 1096, SF 1097, SF 1098, SF 1113, SF 1129, SF 1143, SF 1145, SF 1154, SF 1156, SF 1164, SF 1166, SF 1185, SF 1218, SF 1219, SF 1220, SF 1221, OF 1114, OF 1114A, OF 1114B, etc.)	held for onsite audits and include, but are not limited to audits, vouchers, contracts, statements of transactions and accountability, and other supporting documents for DTS and RTS travelers as directed by DoDFMR, Vol 9, Chapter 2.	Destroy 6 years and 3 months after period covered by account. GRS 6, Item 1a See Note Number: 212, 213, 214

Table 65-22

CIVILIAN PAY

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Individual Pay Records (IPRs)	approved pay records including forms, listings or microform used to record information concerning all earnings, deductions and adjustments	made to each employee's pay during a calendar year	Send to NPRC (CPR) after 3 payroll years, whether audited or unaudited, where they are eligible for destruction 56 years after date of last entry or with personnel folder. AUTH: GRS2,ITEM1(b) See Note Number: 138, 212, 213, 214, 245, 353
2.00	Civilian Individual Leave and Leave Transfer	forms, official records used in lieu of forms (including records of leave data transferred, if applicable) for recording official annual	filed on right side of OPF	Destroy leave and leave transfer records after 3 payroll years, whether audited or

		accumulation and use of employee's leave		unaudited. Transfer the OPF folder to NPRC 30 days after latest separation. NPRC will destroy 65 years after separation from Federal Service. AUTH: GRS2,ITEM9A See Note Number: 139, 212, 213, 214, 603
3.00	Individual Attendance and Overtime (including Flexitime Sheets)	records either in paper or machine readable form used to input time and attendance data into a payroll system	maintained either by agency or payroll processor; supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flextime systems; subsidiary records supporting official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, and other comparable or supporting data	Destroy after GAO audit or when 6 years old, whichever is sooner. AUTH: GRS2,Item8 See Note Number: 138, 212, 213, 214, 606, 607
3.01	Individual Attendance and Overtime - Copies	information copies of timesheets	maintained by AFRC timekeepers on ARTs and ANG timekeepers on Technicians	Destroy after internal audit or when 3 years old, whichever is sooner. N1-AFU-03-4 See Note Number: 212, 213, 214
4.00	Applications for Leave - Where Time and Attendance Initialed by Employee	leave applications for other than home leave used by supervisor to approve/disapprove or verify leave information to be posted to time and attendance forms	at supervisor's operating area	Destroy at end of pay period. AUTH: GRS 2, Item 6a. See Note Number: 212, 213, 214
5.00	Civilian Individual Retirement: Civil Service Retirement System (CSRS) and Federal Employee's Retirement System (FERS)	forms or comparable approved records	used to record amounts deducted from employee's wages for retirement	Destroy upon receipt of official OPM acceptance of annual summary. AUTH: GRS2,Item28 See Note Number: 212, 213, 214
6.00	Microfilmed Copies of Individual Retirement Documents	(SF Form 2806) and copies of registers of separations and transfers (SF Form 2807)	used to recreate lost records, balance reports and answer inquiries	Forward to HQ DFAS-DE/NAR, where they are destroyed after 3 years, or when no longer needed,

				whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Individual Retirement Records Control Files	forms or comparable approved records used to control records	maintained in connection with the retirement records, such as register of separations and transfers, adjustments and comparable actions	Cut off at end of payroll year. Destroy 3 years after cutoff. AUTH: DFAS N1-507-97-1 See Note Number: 212, 213, 214
8.00	Wage and Separation Information Files	forms or comparable records, notices of determination, notices of refusal to work offer, and other related records	used in connection with unemployment compensation claims	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 138, 212, 213, 214
9.00	Federal Employees Health Benefits	forms or comparable records used for registrations, changes of enrollment status, reports, transmittals and related actions	filed in the OPF	Transfer folder to NPRC 30 days after latest separation. NPRC will destroy 65 years after separation from Federal Service. AUTH: GRS1, ITEM1 See Note Number: 212, 213, 214
10.00	Income Tax Withholdings	Treasury Department forms or comparable forms	used to record and report wages and taxes withheld from employees' earnings, tax reconciliations and related actions	Destroy after 4 years, except those that have not reached the age specified for disposal. AUTH: N1-AFU-90-3 See Note Number: 138, 212, 213, 214
11.00	Wage and Tax Statements	Treasury Department forms or comparable forms	used to record and report wages and taxes withheld from employees' earnings, tax reconciliations and related actions	Destroyed after 30 June following the tax year. AUTH: N1-AFU-90-3 See Note Number: 138, 212, 213, 214
12.00	Income Tax Withholdings Used to Determine Rate of Withholdings	Treasury Department forms or comparable forms	used to record and report wages and taxes withheld from employees' earnings, tax reconciliations and related actions	Destroy 4 years after form is superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 138, 212, 213, 214
13.00	Allowances and Differential Eligibility Files	forms or comparable records	used to authorize payment of allowances and differentials	Destroy inactive documentation after 3 payroll years, whether audited or unaudited. AUTH: N1-AFU-90-3 See Note Number: 138, 212, 213, 214
14.00	Withholding and Deductions Authorizations	forms or comparable records	used as authority for withholding or deducting from employee's wages for such purposes as saving bonds, union dues, charity donations and allotments	Destroy when new authorization has been received and Master Pay Record (MPR) updated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Withholding and	forms or comparable records	used as authority for	Forward to gaining

	Deductions Authorizations on Transfers		withholding or deducting from employee's wages for such purposes as saving bonds, union dues, charity donations and allotments	payroll office when applicable. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Withholding and Deductions Authorizations on Separations	forms or comparable records	used as authority for withholding or deducting from employee's wages for such purposes as saving bonds, union dues, charity donations and allotments	Destroy when no longer needed by payroll office. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Payroll Control Registers	payroll control registers, basic records, including change slips and other related records used to authorize or change payments to employees, bond issuance schedules, quarterly summary of year-to-date Pay Record Accessibility (PRR) Audit, used for payroll control purposes, payroll certifications and summary controls, related reports, recapitulation of payroll data and other related actions	cut off at end of payroll year	Destroy after GAO audit or when 3 years old, whichever is sooner. AUTH: DFAS N1-507-97-1 See Note Number: 212, 213, 214
18.00	Posting Media	records (other than source records) such as journal vouchers, posting data transfers and other related specialized posting media for machine operations	used to provide input data to accounts control area	Destroy after 90 days or 90 days after any discrepancy is cleared. AUTH: N1-AFU-90-3 See Note Number: 138, 212, 213, 214
19.00	Reports	forms or comparable records	used for reporting withheld taxes, retirement deductions, insurance deductions and reports related to the pay operation	Destroy after 4 years. AUTH: N1-AFU-90-3 See Note Number: 138, 212, 213, 214, 608
20.00	Claims, Waivers or Indebtedness	records relating to claims, waivers, statement of charges (including those resulting from reports of survey) and other related cases	used for collecting, deducting, or repaying actions on employees' documents	Retain until final settlement, then destroy when audited or unaudited records are 3 payroll years old. AUTH: N1-AFU-90-3 See Note Number: 138, 212, 213, 214
21.00	GAO or AF Auditor General Representative Exceptions	records	relating to any exceptions taken by GAO or AF Auditor General Representative audit	Destroy when exceptions are cleared. AUTH: N1-AFU-90-3 See Note Number: 138, 212, 213, 214
22.00	Control Logs	records	used for recording disbursement and collection vouchers	Destroy 1 year after close of fiscal year in which created. AUTH: N1-AFU-90-3 See Note Number: 138, 212, 213, 214
23.00	Year-to-Date Listing	biweekly listings of cumulative pay, deductions and leave data	used for responding to inquiries, reissuing W-2 forms, researching computer output messages, etc.	Destroy after 90 days. AUTH: N1-AFU-90-3 See Note Number:

				138, 212, 213, 214
24.00	Last Listing of Each Quarter Year-to-Date Listing	listing	last listing of each quarter year-to-date listing	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 138, 212, 213, 214
25.00	Listings (Not Covered by Rules 1 through 18)	products including but not limited to: permanent change reject list, permanent change control totals, permanent change cards, time and attendance (T&A) card distribution list, T&A/temporary change card reject list, pay computation information list, FLSA worksheet, cycle transfer register, report of 6 months AWOP, biweekly civilian manpower and funding report, supervisor's leave information list, TD Form W-2 error summary, used for edit of input data for posting or updating records listed in Rules 1 through 16	not covered by Rules 1 through 18	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
26.00	Biweekly Thrift Savings Plan (TSP) Products - Interim	biweekly Thrift Savings Plan (TSP) products	initial, recycle and final runs of active and inactive list and related error lists	Destroy when notified by National Finance Center (NFC) that tape processed successfully. AUTH: N1-AFU-91-35 See Note Number: 212, 213, 214
27.00	Biweekly Thrift Savings Plan (TSP) Products - Final	biweekly Thrift Savings Plan (TSP) products	final run of active and inactive list and voucher/summary list	Destroy after 1 payroll year. AUTH: N1-AFU-91-35 See Note Number: 212, 213, 214
28.00	TSP Registers, Listing, Reports and Summaries	products including but not limited to: T&A register and temporary change list, management notice list, IBP weekly list, civilian MAFR and expense list, CSR information report/list, leave list, variable balance list, employee directory, IBP quarterly report, US savings bond report, health benefit reset list, master record wage Table, general schedule pay raise list, wage employee pay raise list, retroactive pay raise narrative, employee pay adjustment for retroactive pay raise	used to consolidate, verify, and reconcile monthly, quarterly, or annual summaries	Destroy after updating of summaries is completed and audited for accuracy. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
29.00	TSP Records Used to Ensure Permanent Changes Proper Processing	products including but not limited to master pay record print, bond master print	used to ensure permanent change actions are properly processed	Destroy when listings are replaced. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

30.00	Collection and Disbursement	collection and disbursement	copies used to answer inquiries, process claims, make pay adjustments	Destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ DFAS-DE. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
31.00	Optional Record Folders	forms authorizing deductions and entitlements	covered in other Rules of this Table, used by civilian pay areas on an optional basis	Upon transfer or separation of employee, pull the individual's folder, disassemble it, put the various forms and records in their designated inactive files, then dispose of them in accordance with the appropriate rules of this Table. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
32.00	Gross-to-Net Register	gross-to-net registers	information used for research and inquiries on pay data	Destroy after individual pay records (IPRs) are received. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-23

MILITARY PAY RECORDS CREATED PRIOR TO JUMPS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Pay Record Jackets	military pay records and related records	at Denver FRC for GAO	Destroy 6 years and 3 months after date of separation. AUTH: NC1-AFU-91-24 See Note Number: 212, 213, 214
2.00	Microfilmed Pay Records for Regular and Irregular Closeouts	microfilmed pay records for regular and irregular closeouts	at alternate site	Destroy after 56 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Microfilmed Pay Records for Separated Members	microfilmed pay records for separated members	at alternate site	Destroy after 6 years. AUTH: N1-AFU-

				90-3 See Note Number: 212, 213, 214
4.00	Pay History	pay history	monthly and cumulative 6 months histories of pay transactions under the AMPS 360 system	Destroy 56 years after FY in which created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Pay History - Microfilm	monthly and cumulative 6 months histories of pay transactions under the AMPS 360 system	operational microfilm copies	Destroy after 6 years or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Final Leave Balance (Prior to JUMPS) Listings	listings	final leave balance(prior to JUMPS) listings	Send to Denver FRC after 4 years where they are destroyed after a total of 56 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Pay History - Final Leave Balance	pay history - final leave balance	final leave balance (prior to JUMPS) listing	Send to Denver FRC after 4 years where it is destroyed after a total of 56 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	W-2 Extract	W-2 extract	microform W-2 data produced under the AMPS 360 system	Destroy after 4 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	ARPAS Supporting Documents - Input Registers and Certificates/Forms	register of ARPAS input transaction listings with certificates and forms such as application for basic allowance for quarters for members with family members, hazardous duty order, officer's certificate of statement of service, authorization for inactive duty training action request, court martial order, report of casualty or message, discharge or separation order, active duty order, statement of tour of duty, medical certificate, line of duty determination, travel voucher, officer uniform allowance certificate and maintenance allowance form, employee's withholding allowance and withholding exemption certificate, authorization to start or stop BAQ credit, signature card, and related	at ARPAS payroll offices	Destroy after 6 years and 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		records		
10.00	ARPAS Voucher Data	ARPAS voucher data	detailed payroll money lists, summaries and cover sheets	Destroy after 6 years and 3 months (exception: Hold vouchers pertaining to American Indians indefinitely). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-24

AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC) PAY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	AFROTC Pay	AFROTC pay	pay orders	Send to Denver FRC where they will be destroyed after 6 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Pay Reports	reports	pay reports	Destroy 1 year after close of year to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Summary of Earnings Listings	listings	summary of earnings listings	Destroy 3 years after close of year to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Collection and Disbursing Vouchers	vouchers	collection and disbursing vouchers	Destroy 1 year plus 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ DFAS-DE. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Military Pay Orders, Dependency Certificates and Substantiating Records	military pay orders, dependency certificate and substantiating records	at organizational levels	Destroy 1 year after close of pay period. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Payroll Vouchers and Summary of Earnings Listings	listings	payroll vouchers and summary of earnings listings	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Income Tax and FICA Withholding	witholding records	income tax and FICA witholding	Destroy after 4 years, except copies of wage and tax

	Records		records	settlements will be destroyed no later than 30 September following the tax year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	AF Junior ROTC Instructor Pay	instructor contract data cards, logistical report cards, contract dates and computations of pay for instructors and records relating to each school	at HQ AFROTC	Destroy 6 years after individual has terminated employment, or 1 year after grievance or appeal is settled. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-25

AIR RESERVE PAY AND ALLOWANCE SYSTEM (ARPAS) RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	USAFR and ANG Pay	pay jackets with manual pay records and entitlement data such as declaration of benefits received and waivers, subsistence and dependency certificates and other pay information records, forms and correspondence	all USAF Reserve members	Destroy 56 years after year in which created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	ANG Pay by HQ DFAS-DE Prior to Jan 68	pay jackets with manual pay records and entitlement data such as declaration of benefits received and waivers, subsistence and dependency certificates and other pay information records, forms and correspondence	for ANG members paid by HQ DFAS-DE prior to 1 Jan 68	Destroy 56 years after year in which created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	ANG Members Paid by the ANG Comptroller Prior to 1 Jan 68	pay jackets with manual pay records and entitlement data such as declaration of benefits received and waivers, subsistence and dependency certificates and other pay information records, forms and correspondence	at appropriate State Adjutant General	Destroy 56 years after year in which created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Noncomputerized Payments after 1 Jan 68	pay jackets with manual pay records and entitlement data such as declaration of benefits received and waivers, subsistence and dependency certificates and other pay information records, forms and correspondence	at the Denver FRC	Destroy 56 years after year in which created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	ARPAS Pay - Master History	ARPAS pay	originals of quarterly master file history, voucher and transaction data for computerized payments	Destroy after 56 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	ARPAS Pay at Functional Areas	ARPAS pay at functional areas	central operational copies of originals of quarterly master history file, voucher and transaction data for computerized	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-

			payments	90-3 See Note Number: 212, 213, 214
7.00	ARPAS Supporting Documents - Input Registers and Certificates/Forms	register of ARPAS input transaction listings with certificates and forms such as application for basic allowance for quarters for members with dependents, hazardous duty orders, officer's certificate of statement of service, authorizations for inactive duty training action requests, court martial orders, report of casualty or message, discharge or separation orders, active duty orders, statements of tour of duty, medical certificate, line of duty determination, travel vouchers or subvouchers, officer uniform allowance certifications and maintenance allowance forms, forms used to record travel payments and other related records, employee's withholding allowance and withholding exemption certificates, authorizations to start or stop BAQ credit, signature cards and related records	at ARPAS payroll offices	Destroy after 6 years and 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Other Listings and Tabulations	other listings and tabulations	computerized listings of input/batch totals, master printouts, unit master file reviews, search requests, check data and other related listings that do not need corrective action	Destroy after quarterly master file history has been received. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Federal Income Tax Withholdings and Federal Insurance Contribution Act (FICA)	Federal Income Tax Withholdings and Federal Insurance Contribution Act (FICA)	employer copies of TD Forms W-2 and listings, adjustment records, FICA extracts and other related records	Destroy 4 years after taxes are paid. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Management Information	management information	computerized listings used for reports, historical data and for evaluation and control purposes	Destroy after 3 years or when purpose has been served, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	ARPAS Voucher Data	ARPAS voucher data	detailed payroll money lists, summaries and cover sheets	Destroy after 6 years and 3 months (Exception: Hold vouchers pertaining to American Indians indefinitely.) AUTH: N1-AFU-90-3 See Note Number:

				212, 213, 214
12.00	Collection and Disbursement Vouchers	copies of paid vouchers	at military pay subject matter areas	Destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Records Control Data	logs used to provide control for partial payment authorizations	at ARPAS payroll offices	Destroy when all payments have been reconciled. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Reference Materials (SMA)	locators, master tables and other similar products used for reference purposes	at military pay subject matter areas	Destroy when obsolete, superseded, or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Reference Materials (ARPAS)	locators, master tables and other similar products used for reference and inquiry purposes	at ARPAS payroll offices	Destroy when obsolete, superseded, or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Posting Media	records (other than source data) used for machine application or control	at military pay subject matter areas	Destroy when purpose has been served. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-26

PAY ALLOTMENT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Start, Stop or Change Files	start, stop or change files	class E, Q, N, and D allotment folders of military and civilian personnel containing correspondence affecting specific money accounts; allotment authorization request for change notice of credit due; dependency certificate (wife or child under 21; parent dependency affidavit; dependency certificate (mother and/or father; local forms including	Destroy 6 years after year of separation from service. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

			requests for pay information, change of address, modification or reduction of allotment payment authorization and authorization for special pay	
2.00	Dependency Folders (DEP) at AFOs Approved	originals of records in Rule 2	approved and sent to HQ DFAS-DE 10 days after end of month	Destroy 6 years after separation from active duty unless subsequent action-in which case, destroy 6 years from last action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Dependency Folders (DEP) at AFOs Disapproved	Originals of records in Rule 2	disapproved and sent to HQ DFAS-DE after 90 days	Destroy 6 years after separation from active duty unless subsequent action-in which case, destroy 6 years from last action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Dependency Folders (DEP) at AFOs Duplicates	duplicates of records in Rule 2	at AFOs	Destroy 12 months after date of last action or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Dependency Folders (DEP) at AFOs Rebuttals or Referrals	duplicates of records in Rule 2	at AFOs and sent to HQ DFAS-DE upon receipt	Destroy 6 years after separation from active duty unless subsequent actions, in which case, destroy 6 years from last action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-27

UNITED STATES SAVINGS BOND RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Claims and Inquiries	correspondence concerning nonreceipt of	used to trace disposition of bond	Destroy after claimant has received bond or bond has

		US savings bonds		otherwise been accounted for. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Series E Bond Sales	accountability records	used to control, verify and balance accountability and to answer inquiries	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Savings Bond Reports	savings bonds reports	reports of bond sales and purchases	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-28

AIR FORCE MEMBER FHA CASE FILES

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	FHA Individual Case Folders	request for certification of eligibility forms, certification of termination (used for discontinuance of loans and paid-up loans), premium notice (indicating airmen's name, service number, case number, effective date and amount of money paid to FHA) and copy of pay adjustment authorization reflecting indebtedness to government	received from AF personnel through FHA relative to loans for purchase of private homes	Destroy 2 years after case is closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-29

MERGED ACCOUNTING AND FINANCE REPORTING (MAFR) SYSTEM RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	7112/7113 Accountant Working Files	7112/7113 Accountant Working Files	transitory reference data, EDP listings of reconciliation differences; TC suspense by ADSN data; voucher and DA 14-94 rejects; records including AF Forms 1543, 1544, DD 870; other EDP listing used in normal processing, EDP master cycle; by other listing; 7138 data and PIIN listing; MAFR error listing; C16, C1, C257, other	See Note Number: 212, 213, 214

			related listings	
2.00	7112/7113 ADSN, DCASR, CADC Inputs	7112/7113 folders, including AUTODIN list and EDP listings of ADSN reports, 7138 cycle data, cash reports and TC suspense; and other related EDP listings including adjustment voucher, automatic validation and other related listings and correspondence pertinent to AFO cycle and month-end processing; includes data peculiar to AMC transportation processing	transitory reference data, EDP listings of reconciliation differences; TC suspense by ADSN data; voucher and DA 14-94 rejects; records including AF Forms 1543, 1544, DD 870; other EDP listing used in normal processing, EDP master cycle; by other listing; 7138 data and PIIN listing; MAFR error listing; C16, C1, C257, other related listings	Destroy 2 years after the FY in which created or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	MAFR Other Service for Air Data	USA, USN, State Department, cycle and month-end data, including but not limited to vouchers, EDP listings, 7110, 7111, 7113 reports, SF 1221/TFS 224 schedules of transactions, other comparable data, correspondence and related by-products	transitory reference data, EDP listings of reconciliation differences; TC suspense by ADSN data; voucher and DA 14-94 rejects; records including AF Forms 1543, 1544, DD 870; other EDP listing used in normal processing, EDP master cycle; by other listing; 7138 data and PIIN listing; MAFR error listing; C16, C1, C257, other related listings	Destroy 2 years after the FY in which created or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Cross Disbursing Activity (USAFAC)	request for fiscal information, transportation request, bill of lading, and meal ticket, advice of rejection, reject listings, open allotment listings and related documentation including correspondence	transitory reference data, EDP listings of reconciliation differences; TC suspense by ADSN data; voucher and DA 14-94 rejects; records including AF Forms 1543, 1544, DD 870; other EDP listing used in normal processing, EDP master cycle; by other listing; 7138 data and PIIN listing; MAFR error listing; C16, C1, C257, other related listings	Destroy 2 years after the FY in which created or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Interfund Billing Transactions	EDP listing of AUTODIN, 7113, DD 1400, and seller and buyer summary billings; various internal EDP listings and reports such as unmatched sellers/buyers, delinquent listings, suspense listing; delinquent case folders including buyer/seller correspondence and related records	transitory reference data, EDP listings of reconciliation differences; TC suspense by ADSN data; voucher and DA 14-94 rejects; records including AF Forms 1543, 1544, DD 870; other EDP listing used in normal processing, EDP master cycle; by other listing; 7138 data and PIIN listing; MAFR error listing; C16, C1, C257, other related listings	Destroy 4 years after FY in which created or after reconciliation of charges is completed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	EDP Master Control Listing	EDP Master Control Listing	command summary, OAC feedback, worldwide-non-worldwide, consolidated appropriation control, Treasury cash report listings and other comparable data	Destroy 4 years after FY in which created or after reconciliation of charges is completed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-30

JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) RECORDS AT BASE LEVEL

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Records Sent to HQ DFAS-DE; e.g., MPOs, Pay Adjustment Authorizations	MPOs, pay adjustment authorizations	records sent to HQ DFAS-DE	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	JUMPS Pay Record Accessibility (PRA) Roster	roster	JUMPS Pay Record Accessibility (PRA) roster	Destroy retained copy after 6 months or when a new roster is created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Leave Request/Authorization Part III	levae request/authorization Part III	at unit of attachment or assignment	Destroy after leave block verification unless there is a discrepancy in leave data. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Leave Request/Authorization Part III Terminal Leaves	requests and authorizations	leave request/authorization Part III terminal leaves	Destroy 10 days after the last day of leave if the member has not returned from leave. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Leave Request/Authorization for Internal Management Purposes	request and authorizations	leave request/authorization for internal management purposes	Forward Part III to unit. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Copies of JUMPS Data Change Transaction	copies	copies of JUMPS data change transaction	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Original of JUMPS Miscellaneous Transaction Register	originals	originals of JUMPS miscellaneous transaction register	Destroy after 90 days. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Acknowledged Copies of MPOs	acknowledged copies of MPOs	at preparing activities	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Data Collection Listings	all transactions processed, recycled or rejected during an update (including verified Basic Allowance for Subsistence (BAS) authorizations)	at unit input source	Destroy after 2 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

10.00	All Transactions Number Only That Processed in an Update	all transactions number only that processed in an update	inputs by another AFB, HQ DFAS-DE, AFPC or MPF for a member serviced by that AFO	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	All Transactions Within a Cycle That Went to the Recycle File at HQ DFAS-DE	all transactions within a cycle that went to the recycle file	at HQ DFAS-DE	Destroy after 6 months provided all transactions have dropped from cycle. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	All Management Notices Provided by HQ DFAS-DE	all management notices	provided by HQ DFAS-DE	Destroy after 6 months provided no AFO action is pending. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Rejected Transaction Listings	listings	rejected transactions listings	Destroy 90 days after end of month in which all rejects on the listing are cleared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Pay Transactions Rejected by HQ DFAS-DE	pay-affecting transactions submitted by the MPF which are rejected at HQ DFAS-DE	at MPFs, PSM	Destroy 90 days after end of month in which all rejects on the listing are cleared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Military Pay Subject Matter Transactions Rejected to the Operating Directorate at HQ DFAS-DE	all transactions rejected to the operating directorate at HQ DFAS-DE	at military pay subject matter areas	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Leave and Earning Statements	duplicate copy of monthly statements of member's leave and earnings	bulk-filed	Destroy 60 days after close of period to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	LES Extracts (NBT 200) Products	certified copies of listings	created by the various options of NBT 200	Destroy 1 year after end of month created or when replaced by a newly certified listing. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	LES Extracts 6-Month History Printout	printouts	LES extracts 6-month history printout	Filed in member's PCS package upon PCS. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Original of Leave and Earnings Data	original of leave and earnings data created upon member's separation/reenlistment	filed in member's management case file	Destroy 1 year after end of month created or when replaced by a newly certified listing. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Daily Transactions	detailed record of all	at military pay subject	Destroy after 6

		transactions received and actions taken by HQ DFAS-DE	matter areas	months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Collection and Disbursement Vouchers	copies of collection and disbursement vouchers	at military pay subject matter areas	Destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ DFAS-DE. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 612
22.00	Control Logs	logs used to provide reference and control for records of disbursement, cross-disbursement and collection voucher numbers for AF members and members of other Services	at military pay subject matter areas	Destroy 1 year and 1 month after close of FY in which created. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
23.00	Incoming and Outgoing AUTODIN Transmissions	incoming and outgoing AUTODIN transmissions	at military pay subject matter areas	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
24.00	Data Collection Log Print Listings	all messages, commands and systems activity	at military pay subject matter areas	Destroy after 30 days. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
25.00	Unit Leave Control Log - Unit Copy	logs used to control leave authorization numbers sign in/out (AF Form 1486)	at units of attachment or assignment	Destroy 1 year after accountable fiscal year. AUTH: N1-AFU-90-16 See Note Number: 212, 213, 214
26.00	Unit Leave Control Log - MPSMA Copy	logs used to control leave authorization numbers sign in/out (AF Form 1486)	at Military Pay Subject Matter Area (MPSMA)	Destroy after accountable fiscal year provided all leaves have been posted. AUTH: N1-AFU-90-16 See Note Number: 212, 213, 214
27.00	Unit Leave Authorization Numbers - Block Assignments	certification of leave number blocks (AF Form 1134)	at units of attachment or assignment	Destroy 1 year after last accountable fiscal year shown on form. AUTH: N1-AFU-90-16 See Note Number: 212, 213, 214
28.00	Control Logs - Unit Copy	MPO document control log (AF Form 1373)	at units of attachment or assignment	Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable AUTH: GRS23,ITEM8 See Note Number: 212, 213, 214
29.00	Control Logs - MPSMA	MPO document control log (AF Form 1373)	at military pay subject matter area	Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever

				is applicable AUTH: GRS23,ITEM8 See Note Number: 212, 213, 214
30.00	Transmittal letters	forms and form letters used to transmit military pay records	at military pay subject matter areas	Destroy 60 days after close of pay period to which they pertain. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
31.00	Nonavailability of Government Quarters and Mess	retained organizational copies of forms and related records	at issuing/approving authorities	Destroy 1 year from date of issue. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
32.00	Posting Media	records (other than source data) such as journal vouchers, posting data transfer forms, similar forms and specialized posting media	used for machine applications, used to provide input data to the accounts control area	Destroy after 3 months. EXCEPTION: when discrepancies are involved, destroy 3 months after discrepancies are cleared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
33.00	JUMPS Transaction Cards	EAM cards for JUMPS input transactions	at all preparing activities	Destroy after 15 days. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
34.00	PCS Package Transfer Actions Original	forms filed in member's PCS package	PCS package transfer actions originals	Destroy after gaining AFO verifies inclusion of appropriate records and posting of payments. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
35.00	PCS Package Transfer Actions Copies	PCS package transfer actions copies	at losing AFOs	Destroy after 6 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
36.00	AFO Payment Authorization (JUMPS) Original Forms	authorizing local payment by AFOs and other military Services, including messages or letters advising paying AFO that payment has been entered on MMPA	used to support payment	Send to HQ DFAS-DE by 15th of month following end of month processed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 611
37.00	AFO Payment Authorization (JUMPS) Second Copies	AFO Payment Authorization (JUMPS) second copies	above forms forwarded to paying and collecting as subvoucher to military pay voucher	Destroy 1 year plus 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ DFAS-DE. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 612
38.00	AFO Payment	AFO Payment	above forms	Destroy after 3

	Authorization (JUMPS) Third Copies	Authorization (JUMPS) third copies	keypunched for input to daily update	months. EXCEPTION: when discrepancies are involved, destroy 3 months after discrepancies are cleared. AUTH: N1-AFU-90-3 See Rule 34. See Note Number: 212, 213, 214
39.00	Pay Authorization Balance Sheet	computer listings	at military pay subject matter areas	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
40.00	Pay Service File Leave and Earning Statement Mismatch Listing	pay service file leave and earning statement mismatch listing	at military pay subject matter areas	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
41.00	Pay Service File Utility Print Options	pay service file utility print options	at military pay subject matter areas	Destroy when no longer needed, but no later than 2 months after date of creation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
42.00	International Balance of Payments Summary Payroll List	international balance of payments summary payroll list	at military pay subject matter areas	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
43.00	International Balance of Payments Quarterly List	international balance of payments quarterly list	at military pay subject matter areas	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
44.00	International Balance of Payments Summary Cards	held for production of quarterly report	at military pay subject matter areas	Destroy 2 months after creation of quarterly report. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
45.00	Money Lists (Copies Other Than AFO Retained File of Disbursement and Collection Vouchers)	data concerning regular payrolls	at military pay subject matter areas	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
46.00	One-time Military Payroll Money List	data concerning one-time pay authorizations from HQ DFAS-DE	at military pay subject matter areas	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
47.00	Sequence Check Listing	breaks in check numbers of checks processed	at military pay subject matter areas	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
48.00	TD Form W-2	listing of mismatches between pay service file and TD Form W-2 tape	at military pay subject matter areas	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

49.00	Listing of Data Printed on Member's TD	Form W-2 used to recreate W-2s, if necessary	at military pay subject matter areas	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
50.00	Edit Error List	error conditions created when 9B product control cards fail B-3500 edits	at military pay subject matter areas	Destroy upon correction of error. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
51.00	Check Issue Listing at Paying and Collecting Subject Matter Areas	every computer-produced military payroll check issued by the AFO	at paying and collecting subject matter areas	Destroy after 1 year. AUTH: GRS6, ITEM 1b See Note Number: 212, 213, 214
52.00	Check Issue Listing at Subject Matter Areas Other Than Paying and Collecting	every computer-produced military payroll check issued by the AFO	at subject matter areas other than paying and collecting	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
53.00	Pay Service File Print	current pay and leave information and summary of last 32 transactions	filed in member's PCS package upon PCS	Destroy when purpose has been served, but not later than 6 months after creation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
54.00	Error Cards	cards used to correct errors or reject transactions	at military pay subject matter areas	Destroy upon correction of error or upon determination that transaction was erroneous and will not be resubmitted. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
55.00	JUMPS-Grams	computer printouts transmitted via AUTODIN containing special instructions from HQ DFAS-DE to AFOs re military pay processing	at military pay subject matter areas	Destroy when obsolete or rescinded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
56.00	Leave Orders (Emergency and Special)	copies of leave orders authorizing emergency or special leave for overseas personnel to CONUS	at units of attachment or assignment	Destroy after approval of leave request/authorization form. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
57.00	Reconciliation Lists	summaries of JUMPS payment/collection transactions,	used to reconcile payment/collection postings with master military pay accounts or with cash accountability reports (MAFR)	Destroy 1 year after year/ month comes in balance. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
58.00	JUMPS Reference Materials	JUMPS reference materials	JUMPS company code directories, JTR indexes, JUMPS locators, listing of amounts paid centrally to financial organizations and other similar products	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
59.00	Pay Adjustment	copies of pay adjustment	at initiating military	Destroy suspense copy

	Authorization	authorizations initiated by AFO or received from other AFOs or HQ DFAS-DE	pay subject matter areas	upon return of receipt copy; destroy receipt copy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
60.00	Pay Adjustment Authorization at Receiving Military Pay Subject Matter Areas	copies of pay adjustment authorizations initiated by AFO or received from other AFOs or HQ DFAS-DE	at receiving military pay subject matter areas	Include original in substantiating records (see Rule 1); destroy retained copy with DROTs (see Rules 13 and 14). AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
61.00	TLA Entitlements used to Compute and Support Payment	request for TLA and supporting records such as TLA worksheets, TLA expense, initial TLA authorization and continuation request/approval	original forms	Send to HQ DFAS-DE per AFM 177-373, Volume I. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
62.00	TLA Entitlements Used to Provide Data for Payment	request for TLA and supporting records such as TLA worksheets, TLA expense, initial TLA authorization and continuation request/approval	copies at military pay subject matter areas	Destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ DFAS-DE. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 612
63.00	TLA Entitlements Used for Authorization and Payment	request for TLA and supporting records such as TLA worksheets, TLA expense, initial TLA authorization and continuation request/approval	case file copies at TLA initiating office	Destroy 1 year after termination of TLA. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
64.00	TLA Entitlements Used for Authorization and Payment Involving Discrepancies	TLA entitlements	used for authorization and payment involving discrepancies	Destroy 6 months after they are cleared. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
65.00	Management Case Files - Indebtedness	indebtedness records, including bankruptcy	at military pay subject matter areas include in PCS package upon PCS	Destroy 6 months after indebtedness has been closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
66.00	Management Case Files - Entitlement	entitlement certification and recertification, including BAQ, FSA, VHA, OHA, and COLA	at military pay subject matter areas include in PCS package upon PCS	Destroy when 1 year old. AUTH: GRS6,Item1b See Note Number: 212, 213, 214
67.00	Management Case Files - Emergencies	authorization/designation for emergency pay and allowances	at military pay subject matter areas include in PCS package upon PCS	Destroy upon PCS or when superseded by new authorization. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
68.00	Management Case Files	discretionary files based	at military pay subject	Destroy upon PCS,

	- Discretionary	on local needs	matter areas include in PCS package upon PCS	when superseded, obsolete or no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
69.00	Management Case Files - Separation/Retirement	separation/retirement paperwork	at military pay subject matter areas include in PCS package upon PCS	Destroy 6 months after member separates. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
70.00	Management Case Files - Article 15/CMO	Article 15/court martial order (CMO)	at military pay subject matter areas include in PCS package upon PCS	Destroy after 6 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
71.00	Management Case Files - SITW Recertification	State Income Tax Withholding (SITW) recertification	at military pay subject matter areas include in PCS package upon PCS	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
72.00	PCS Package	pay service file (PSF) print, leave and earning statement (LES) history print, indebtedness records and similar records	at military pay subject matter areas include in PCS package upon PCS	Destroy when purpose has been served, but not later than 6 months after date of creation. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
73.00	Quality Assurance Batch Print	all transactions input into a data collection batch (to verify keyed data)	at military pay subject matter areas include in PCS package upon PCS	Destroy after cycle has been successfully transmitted to HQ DFAS-DE. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
74.00	Data Collection Input Transmittal Listing	all transactions transmitted to HQ DFAS-DE via data collection in a cycle(s)	at military pay subject matter areas include in PCS package upon PCS	Destroy after receipt and printing of HQ DFAS-DE update results. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
75.00	Password Control Rosters (AF Form 199)	password and operator IDs for personnel authorized access to the minicomputer	maintained by the AFO	Destroy 1 year after the roster is replaced by a new roster. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
76.00	Input Transaction Listings	AFO transactions assigned a document number	at military pay subject matter area	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 65-31

QUALITY ASSURANCE PROGRAM (QAP) RECORDS FOR ACCOUNTING AND FINANCE OPERATIONS

R	A	B	C	D

U L E	If the records are or pertain to	consisting of	which are	then
1.00	QAP Planning at AFO	records on developing, formulating and issuing policies, guidelines and overall direction	at AFOs	Destroy 1 year after superseded, obsolete or inactivation of office. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Administrative Management	technical assistance and advice on quality matters, motivational material and routine communications about appointing a QAP monitor establishing and reviewing performance standards and goals, establishing sampling plans, evaluating effectiveness of the QAP, or about awards or recognition for outstanding quality achievement	at issuing or requesting activities	Destroy 1 year after superseded or obsolete or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Examinations, Inspections and Surveys	reports on examinations, inspections, systems and surveys (including findings, recommendations, rebuttals and follow-up actions) and other related records	at offices performing the examinations, inspections and surveys	Destroy after 3 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Inspections and Surveys at Examined, Inspected or Surveyed Activities	reports on examinations, inspections, systems and surveys (including findings, recommendations, rebuttals and follow-up actions) and other related records	at examined, inspected or surveyed activities	Destroy 1 year after all corrective actions have been completed or after next comparable examination, inspection or survey, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Inspections and Surveys at MAJCOMs, Intermediate, Monitoring or Evaluating Offices	reports on examinations, inspections, systems and surveys (including findings, recommendations, rebuttals and follow-up actions) and other related records	at MAJCOMs, intermediate, monitoring or evaluating offices	Destroy 1 year after all actions are completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Other Unit or Activity Inspections or Examination Reports Furnished for Self-inspection	reports on examinations, inspections, systems and surveys (including findings, recommendations, rebuttals and follow-up actions) and other related records	information copies and replies when required	Destroy 3 months after own comparable inspection report is received or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Tabulations, Computer Printouts, Copies of Records, etc	tabulations, computer printouts, copies of records etc.	at offices performing the examination inspection and surveys	Destroy after 1 year. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214
8.00	Quality Aids	quality aids	quality assurance bulletins, checklists, self-inspection guides or similar records and related information not published as, or a supplement to a standard publication per AFMAN 33-360V1 (see Table 37-7)	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 71-1

AFOSI CRIMINAL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Investigations into Offenses of Mutiny or Sedition, Misbehavior Before the Enemy, Subordinate Compelling Surrender	forcing a safeguard, aiding the enemy, espionage, improperly hazarding a vessel, sabaotage, treason, and violations of AFI 71-101 (Chap 4) reports and security violations. Additionally the following offenses are considered capital offenses when committed in time of war: desertion, assaulting or willfully disobeying a superior commissioned officer, improper use of a countersign, spying and misbehavior of a sentienel, statements, affidavits, correspondence and related records pertaining to specific investigations. Paper and electronic copies	at HQ AFOSI/XILD	Retire as permanent. AUTH: NC1-AFU-77-55 See Note Number: 40, 214
2.00	Investigations into Offenses of Espionage, Sabotage, Treason, Sedition, Violations at AFOSI Field Extensions	violations of AFI 71-101 (Chap 4) and security violation reports, statements, affidavits, correspondence and related records pertaining to specific investigations	at AFOSI field extensions	Destroy 90 days afer receipt of permanent file at HQ AFOSI/XILD or when no longer needed, whichever is sooner. AUTH: PENDING See Note Number: 212, 213, 214
3.00	Investigations into Alleged Violations of Laws, Regs and Directives (Excluding Investigations in Rules 1, 2, 7, 8 and 12)	reports, statements, affidavits, correspondence and related recrods pertaining to specific investigations, paper and electronic copies	at HQ AFOSI/XILD	Disposition Pending... AUTH: PENDING See Note Number: 212, 213, 214, 216
4.00	Investigations into Alleged Violations of Laws, Regs and Directives (Excluding Investigations in Rules 1, 2, 7, 8 and 12)	information and evidence prtaining to investigations into unresolved homicides (reports, statements, affidavits, correspondence and related records pertaining to specific investigations) related to the investigation	at AFOSI Field Extensions	Disposition Pending... AUTH: PENDING See Note Number: 64, 214
5.00	Investigations into Alleged Violations of Laws, Regs and Directives (Excluding	reports, statements, affidavits, correspondence and related records pertaining to specific investigations	at AFOSI field extensions	Disposition Pending... AUTH: PENDING See Note Number:

	Investigations in Rules 1, 2, 7, 8 and 12)			212, 213, 214
6.00	Reciprocal Investigations at HQ AFOSI/XILD	reports, statements, affidavits, correspondence and related records pertaining to specific investigations accomplished for and at the rquest of a local, state or federal investigative agency in the U.S. or host country investigative agency overseas. Paper and electronic copies.	at HQ AFOSI/XILD	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 592
7.00	Reciprocal Investigations at AFOSI Field Extension	reports, statements, affidavits, correspondence and related records pertaining to specific investigations accomplished for and at the request of a local, state, or federal investigative agency in the US or host country investigative agency overseas. Paper and electronic copies.	at AFOSI field extensions	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Zero Files (All Categories Contained in 71-Series Tables)	records containing specific and nonspecific investigative information. Paper and electronic copies.	at HQ AFOSI/XILD	Disposition Pending... AUTH: PENDING See Note Number: 212, 213, 214
9.00	Zero Files (All Categories Contained in 71-Series Tables)	all documents pertaining to a matter where investigation was not conducted, and/or information on criminal matters that falls under jurisdiction of antoher AFOSI filed unit or other investigative agency	at HQ AFOSI field extensions	Destroy 2 years after receipt at HQ AFOSI/XILD or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Counter-Inteligence Investigations (CI) Special Inquiry Cases	reports, statements, affidavits, correspondence and informational data filed therewith concerning AFOSI activities in individual case development. Paper and electronic copies.	at HQ AFOSI/XILD	Disposition Pending... AUTH: PENDING See Note Number: 40, 212, 213, 214
11.00	Counter-Intelligence Investigations (CI) Special Inquiry Cases	all documents pertaining to a matter where investigation was not conducted, and/or information on criminal matters that falls under jurisdiction of another AFOSI field unit or other investigative agency	at AFOSI field extensions	Disposition Pending... AUTH: PENDING See Note Number: 212, 213, 214
12.00	Counter-Intelligence Investigations (CI) Special Inquiry Cases	inquiries from members of the public who are collectors of information relating to DoD functions or units; unsubstantiated reports alleging imminent invasions, plots, and similar events of a delusional nature and assorted "crank" letters	at HQ AFOSI/XILD	Destroy after 1 year or when no longer determined pertient by an annual review. AUTH: N1-AFU-90-3 See Note Number: 214
13.00	AFOSI Reports of Investigation	reports, statements and related records, pertaining to specific investigations	copies at non-AFOSI offices	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Investigations Into Alleged Violations of Laws, Regs and Directives (Excluding Those Covered in	reports, statements, affidavits, correspondence, logs, and related records pertaining to unresolved murder investigations. Paper and electronic copies	at HQ AFOSI/XILD	Disposition Pending... AUTH: PENDING See Note Number: 212, 213, 214

	Rules 1, 2, 10, 11 and 12)			
15.00	Investigations Into Alleged Violations of Laws, Regs and Directives (Excluding Those Covered in Rules 1, 2, 10, 11 and 12)	reports, statements, affidavits, correspondence and related records pertaining to historically significant investigative files as determined by the AFOSI. Paper and electronic copies.	at HQ AFOSI/XILD offices	Disposition Pending... AUTH: PENDING See Note Number: 212, 213, 214

Table 71-2

COUNTERINTELLIGENCE OPERATIONS AND PUBLICATIONS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Counter-Intelligence Operational Case Files at HQ AFOSI	reports, statements, affidavits, correspondence and related records regarding individual operational development. Paper and electronic copies.	at HQ AFOSI	Retire as permanent. AUTH: NC1-330-76-1, Item 1a(3) See Note Number: 40, 214
2.00	Counter-Intelligence Operational Case Files at AFOSI Field Extensions	reports, statements, affidavits, correspondence and related records regarding individual operational development	at AFOSI field extnsions	Send to HQ AFOSI/DOQE 30 days after last transaction. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Counter-Intelligence Briefings at HQ AFOSI	requests for and records of counter-intelligence briefings	at HQ AFOSI	Destroy after 15 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Counter- Intelligence Briefings at AFOSI Field Extension	requests for and records of counter-intelligence briefings	at AFOSI field extenstions	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Counter-Intelligence Denied Area Briefings/Debriefings at HQ AFOSI	requests for and records of counter-intelligence briefings/debriefings	at HQ AFOSI	Destroy after 15 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Counter-Intelligence Denied Area Briefings/Debriefings at AFOSI Field Extensions	requests for and records of counter-intelligence briefings/debriefings	at AFOSI field extensions	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 214
7.00	AFOSI Publications on Non-DOD Affiliated US Citizens/Organizations at AFOSI Field Extensions	counterintelligence special reports, local estimates and OSI information briefs	at FOSI field extensions	Destroy not later than 1 year after acquisition unless validated on an annual basis for continued

				retention. AUTH: N1-AFU-90-3 See Note Number: 134, 212, 213, 214, 592
7.01	Personnel Security Clearance Case Files	Files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency.	Investigative reports and related documents furnished to agencies by investigative organizations for use in making security/suitability determinations	Destroy in accordance with the investigating agency instructions. AUTH: GRS 19, Item 22b See Note Number: 212, 213, 214
8.00	Publications Prepared by AFOSI Collected About Identified US Persons at AFOSI Field Extensions	counter-intelligence speical reports, local estimates and OSI information briefs	at AFOSI field extensions	Destroy no later than 1 year after acquisition unless validated on an annual basis for continued retention. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 592
9.00	Publications Prepared by AFOSI Pertaining to Foreign Citizens/Organizations at HQ AFOSI	record copies of recurring and nonrecurring publications	at HQ AFOSI	Destroy after 10 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 592
10.00	Publications Prepared by AFOSI Pertaining to Foreign Citizens/Organizations at AFOSI Field Extensions and Other Activities	record copies of recurring and nonrecurring publications	at AFOSI field extensions and other activities	Destroy when no longer needed, obsolete or on inactivation of the activity, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 592
11.00	Publications Received From Other Sources Collected About Identified US Persons at AFOSI Activities	record copies of recurring and nonrecurring publications	at AFOSI activities	Destroy 1 year after acquisition unless validated for retention for another year when it is determined during the annual verification review by the Secretary of the Air Force that a continued threat exists. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 592
12.00	Publications Received From Other Sources Pertaining to Foreign Citizens/Organizations at AFOSI Activities	record copies of recurring and nonrecurring publications	at AFOSI activities	Destroy 1 year after acquisition unless validated for retention for another year when it is determined

				during the annual verification review by the Secretary of the Air Force that a continued threat exists. AUTH: N1-AFU-90-4 See Note Number: 212, 213, 214, 592
13.00	Security Vulnerability Test Cases at HQ AFOSI	operational test reports with supporting documents	at HQ AFOSI	Destroy after 15 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 71-3

INVESTIGATIVE COLLECTIONS AND SURVEYS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Counter-Intelligence Collections Documents Collected About Identified US Persons at HQ AFOSI/DOQA	DOD intelligence information reports originated by AFOSI	at HQ AFOSI/DOQA	Destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention. AUTH: NC1-AFU-77-56 See Note Number: 135, 214
2.00	Counter-Intelligence Collections Documents Collected About Identified US Persons at AFOSI Field Extensions	DOD intelligence information reports originated by AFOSI	at AFOSI field extensions	Destroy no later than 1 year after acquisition unless validated on an annual basis for continued retention. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 593
3.00	Counter-Intelligence Collection Documents Pertaining to Foreign Citizens/Organizations	intelligence information reports originated by AFOSI regarding all collection targets except espionage and sabotage agencies (05)	at HQ AFOSI/DOQA	Retired to WNRC prior to microfilming project, destroy after 6 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Counter-Intelligence Collection Documents	intelligence information reports originated by AFOSI regarding all	at HQ AFOSI/DOQA	Destroy when microfilm is

	Pertaining to Foreign Citizens/Organizations at HQ AFOSI/DOQA	collection targets except espionage and sabotage agencies (05)		determined adequate substitute. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Counter-Intelligence Collection Documents Pertaining to Foreign Citizens/Organizations Microfilm Copies	intelligence information reports originated by AFOSI	regarding all collection targets except espionage and sabotage agencies (05)	Destroy after 6 years. AUTH: N1-AFU-90-3 See Note Number: 214
6.00	Counter-Intelligence Collection Documents Pertaining to Foreign Citizens/Organizations at HQ AFOSI/DOQA	intelligence information reports originated by AFOSI regarding espionage and sabotage agencies (05)	at HQ AFOSI/DOQA	Destroy when microfilm is determined adequate substitute. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Counter-Intelligence Collection Documents Pertaining to Foreign Citizens/Organizations Microfilm Copies	intelligence information reports originated by AFOSI	regarding espionage and sabotage agencies (05)microfilm copies	Destroy after 25 years. AUTH: N1-AFU-90-3 See Note Number: 214
8.00	Counter-Intelligence Collection Documents Pertaining to Foreign Citizens/Organizations Not Microfilmed	intelligence information reports originated by AFOSI regarding espionage and sabotage agencies (05)	at HQ AFOSI/DOQA and have not been microfilmed	Destroy after 25 years. AUTH: N1-AFU-90-3 See Note Number: 214
9.00	Counter-Intelligence Collection Documents Pertaining to Foreign Citizens/Organizations	intelligence information reports originated by AFOSI regarding any type of collection target	all except record copies	Destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Counter-Intelligence Collection Documents Pertaining to Foreign Citizens/Organizations at HQ AFOSI/DOQA	reports, papers, clippings, photos, or any other material, orginated by agencies other than AFOSI	at HQ AFOSI/DOQA	Destroy after 25 years, when no longer needed, obsolete, or on inactivation of activity, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Counter-Intelligence Collection Documents Pertaining to Foreign Citizens/Organizations at	reports, papers, clippings, photos, or other material originated by agencies other than AFOSI	at AFOSI field extensions	Destroy after 1 year. AUTH: N1-AFU-90-3

	AFOSI Field Extensions			See Note Number: 212, 213, 214
12.00	Counter-Intelligence Collection Documents Pertaining to Foreign Citizens/Organizations at HQ AFOSI/DOQA	microfilm aperture cards (MACs) and general purpose cards (GPCs) data extracted from records identified in Rules 3, 6,and 9	at HQ AFOSI/DOQA	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Information Collection Necessary to Counter Activity Directed Against a USAF Element or Personnel	information collection necessary to counter activity directed against a USAF element or personnel	information created by AFOSI on USAF installations, facilities or operational sites	Destroy when superseded or rescinded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
14.00	Information Collection Pertinent to Closed Installations, Facilities or Operational Sites	information collection pertinent to closed installations, facilities or operational sites	information created by AFOSI on USAF installations, facilities or operational sites	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Information Collection at AFOIS Activities	information pertaining to counter-intelligence, anti-terrorism, or security investigations/operations originated by and received or acquired from, agencies outside the DoD during the course of routine investigative or liaison activity, which after receipt is subsequently determined to fall outside the area of interest of the DoD, or which is determined not to pose a threat to DoD personnel, property or functions and no DoD information is generated	at AFOSI activities	Destroy immediately after an evaluation determines a threat does not exist or not later than 3 months following acquisition. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Criminal/Fraud Collections at HQ AFOSI and AFOSI Field Extensions	reports responsive to HQ AFOSI collection requirements	at HQ AFOSI and AFOSI field extensions	Destroy after 3 years or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Development Files at HQ AFOSI/XILD	information on counter-intelligence criminal and fraud activities requiring follow-up action that may lead to an investigation	at HQ AFOSI/XILD	Disposition Pending... AUTH: PENDING See Note Number: 212, 213, 214
18.00	Development Files at AFOSI Field Extensions	information on counter-intelligence criminal and fraud activities requiring follow-up action that may lead to an investigation	at AFOSI field extensions	Destroy after 2 years. AUTH: N1-AFU-90-3

				See Note Number: 212, 213, 214
19.00	Fraud Surveys at HQ AFOSI	reports, statements, affidavits, correspondence and informational data concerning AF appropriated and nonappropriated activities and informational data used to verify entitlement. Paper and electronic copies.	at HQ AFOSI	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Fraud Survey at AFOSI Field Extensions	reports, statements, affidavits, correspondence and informational data concerning AF appropriated and nonappropriated activities and informational data used to verify entitlement	at AFOSI field extensions	Disposition Pending... AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Hostile Establishment File at HQ AFOSI/DOQA and Other Field Units	database containing messages, maps, sketches, photographs and other pertinent information	at HQ AFOSI/DOQA and other field units	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.00	Computerized Information Collectin at HQ AFOSI/DOQA	Computerized Hostile Intelligence Profile System (CHIPS) and Terrorist Incidents Profiling System (TIPS) computer printouts	at HQ AFOSI/DOQA	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
23.00	Computerized Information Collection at AFOSI Field Extensions	Computerized Hostile Intelligence Profile System (CHIPS) and Terrorist Incidents Profiling System (TIPS) computer printouts	at AFOSI field extensions	Destroy when superseded, obsolete or no longer needed or on directon of HQ AFOSI. AUTH: N1-AFU-90-3 See Note Number: 214
24.00	Computerized Information Collection Support Files at HQ AFOSI/DOQA	Computerized Hostile Intelligence Profile System (CHIPS) aperture cards, photographs and reports and TIPS reports	at HQ AFOSI/DOQA	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 214
25.00	Collection Requirements (CRs) at HQ AFOSI	letter format operational directives	at HQ AFOSI	Destroy 3 years after cancellation or completion. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
26.00	Collection Requirements (CRs) at AFOSI Field Extensions	letter format operational directives	at AFOSI field extensions	Destroy when superseded or rescinded.

				AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
27.00	Terrorist Activities at HQ AFOSI/DOQA	AFOSI, other US intelligence, State Department and foreign broadcast reports and news media articles on specific terrorist incidents, groups and activities	at HQ AFOSI/DOQA	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 214
28.00	Multidiscipline Intelligence at HQ AFOSI	US intelligence reports, messages and advisories, AF messages, FAA reports and news media articles used for multidiscipline intelligence activities and capabilities/systems	at HQ AFOSI	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 214
29.00	Multidiscipline Counter-Intelligence (MDCI) at HQAFOSI	AFOSI and other US intelligence reports, messages, studies and analyses and MDCI program management information	at HQ AFOSI	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 214

Table 71-4

SECURITY INVESTIGATIONS AND OPERATIONS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Internal Security Investigations for DoD-Affiliated Personnel	investigations of personnel when the allegation falls within the purview of AFIs 36-702 or 31-601, exclusive of copies of investigative reports furnished by the Office of Personnel Management	at HQ AFOSI where affiliation was not completed	Destroy 1 year after notification that affiliation was not completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Internal Security Investigations for DoD-Affiliated Personnel	investigations of personnel when the allegation falls within the purview of AFIs 36-702 or 31-601, exclusive of copies of investigative reports furnished by the Office of Personnel Management	at HQ AFOSI wherein the affiliation was completed	Destroy after 15 years. AUTH: NC1-AFU-77-71 See Note Number: 212, 213, 214, 595
3.00	Internal Security Investigations for DoD-Affiliated Personnel	investigations of personnel when the allegation falls within the purview of AFIs 36-702 or 31-601, exclusive of copies of investigative reports furnished by the	at AFOSI field extensions	Destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

		Office of Personnel Management		
4.00	Special Requests	limited personnel checks, normally a local agency check (LAC) or single agency check (SAC) only, on persons who have access to areas but who do not require a formal security clearance	at AFOSI/XILD and AFOSI field extensions	Destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Child Care Pre-Employment Screening (Unfavorable)	child care applicant local agency checks consisting of information developed while conducting investigations in support of Morale, Welfare, and Recration (MWR) child care/youth facilities (prior 1993)	at HQ AFOSI/XILD	Destroy after 15 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Reciprocal Investigations (Personnel Security)	reports and correspondence prepared for other government agencies including DSS (formerly DIS)	at AFOSI field extension	Destroy after 3 months. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Reciprocal Investigations (Personnel Security) Which Contain Names of Sources Not Released to DSS	reports and correspondence prepared for other governement agencies including DSS	at AFOSI field extensions	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Unfavorable Premarital Investigations (When Marriage Takes Place)	requests, reports of investigations of prospective alien spouse of military personnel per AFI 36-2609, Marriage in Overseas Commands	at HQ AFOSI/XILD	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Unfavorable Premarital Investigations (When Marriage Takes Place)	requests, reports of investigations of prospective alien spouse of military personnel per AFI 36-2609, Marriage in Overseas Commands	at AFOSI field extntins overseas	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Unfavorable Premarital Investigations (When Marriage Has Not Taken Place)	requests, reports of investigations of prospective alien spouse of military personnel per AFI 211-18	at AFOSI field extensions overseas	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Favorable Premarital Investigations	requests, reports of investigations of prospective alien spouse of military personnel per AFI 36-2609	at AFOSI field extensions overseas	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Protective Services Investigations at HQ AFOSI/XILD	reports, statements, affidavits, correspondence and related records regarding individual case	at HQ AFOSI/XILD	Destroy after 15 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	Protective Services Referral Information at AFOSI Field Extensions	reports, statements, affidavits, correspondence and related records regarding individual case	at AFOSI field extensions	Destroy after 1 year or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

14.00	Protective Services Referral Information at HQ AFOSI/XILD	identification data/summaries concerning individual or group reportable to USSS under AFI 71-101V2.	at HQ AFOSI/XILD	Destroy after 15 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
15.00	Protective Services Referral Information at AFOSI Field Extensions	identification data/summaries concerning individual or gorup reportable to USSS under AFI 71-101, Vol 2	at AFOSI field extensions	Destroy after completion/termination. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Protective Services Operations at AFOSI Field Extensions	reports of completed protective services operations reflecting the expenditure of AFOSI resources to provide protective coverage to a specific individual	at HQ AFOSI/XILD	Destroy after 5 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Protective Services Operations at AFOSI Field Extensions	reports of completed protective servies operations reflecting the expenditure of AFOSI resources to provide protective coverage to specific individual	at HQ AFOSI extensions	Destroy after 3 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Refugees/Defectors Cases at HQ AFOSI/XILD	reports, statements, correspondence and informational data filed therewith pertaining to or furnished by foreign nationals. Paper and electronic copies.	at HQ AFOSI/XILD	Destroy 25 years after date of last action. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
19.00	Refugees/Defectors Cases at AFOSI Field Extensions	reports, statements, correspondence and informational data filed therewith pertaining to or furnished by foreign nationals	at AFOSI field extensions	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Special Inquiry-AFOSI Personnel at HQ AFOSI/XID	reports, statements, affidavits, correspondence and related records pertaining to specific inquiries. Paper and electonic copies.	at HQ AFOSI/XILD	Destroy 10 years after individual's assignment to AFOSI is terminated, or upon withdrawal of the 71SX or 7S0XX AFSC, or after termination of reprocurement process, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Special Inquiry-AFOSI Personnel at AFOSI Field Extensions	reports, statements, affidavits, correspondence and related records pertaining to specific inquiries	at AFOSI field extensions	Forwad oiginal documents to HQ AFOSI/IGQ when command actions is complete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 71-5

TECHNICAL SUPPORT OPERATIONS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**

1.00	Technical Security Briefings at HQ AFOSI/Technical Services Program Manager	requests, authorizations, briefing outlines, lists of equipment displayed and lists of recipient(s)	at HQ AFOSI/Technical Services Program Manager	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Technical Security Briefings at AFOSI Composite Detachments with Technical Services	requests, authorizations, briefing outlines, lists of equipment displayed and lists of recipient(s)	at AFOSI composit detachments with technical services	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Technical Surveillance Countermeasures (TCSM) Report Files at HQ AFOSI/Technical Services Program Manager	requests, approvals, preliminary surveys, area plans and schematics, clearances, requests for funds, reports, etc.	pertaining to a particular survey	Destroy after 15 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Technical Surveillance Countermeasures (TCSM) Report Files	requests, approvals, preliminary surveys, area plans and schematics, clearances, requests for funds, reports, etc., pertaining to a particular survey	at AFOSI composite detachments with technical services	Destroy after 2 years, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 84, 212, 213, 214
5.00	Technical Surveillance Countermeasures (TCSM) Report Files at AFOSI Servicing Regions	requests, approvals, preliminary surveys, area plans and schematics, clearances, requests for funds, reports, etc., pertaining to a particular survey	at AFOSI servicing regions	Destroy after 3 months, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Technical Surveillance Countermeasures (TCSM) Report Files at the Requester or Other Organizations	requests, approvals, preliminary surveys, area plans and schematics, clearances, requests for funds, reports, etc., pertaining to a particular survey	at the requester or other organization	Destroy when resurvey is completed, or when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Technical Surveillance Operations at HQ AFOSI/XILD	technical surveillance records and products of such surveillance that are of operational and evidentiary value produced in support of substantive investigations. Paper and electronic copies.	at HQ AFOSI/XILD	Disposition Pending... AUTH: PENDING See Note Number: 214
8.00	Technical Surveillance Operations at AFOSI Composite Detachments	technical surveillance records and products of such surveillance that are of operational and evidentiary value produced in support of substantive investigations	at AFOSI composite detachments	Disposition Pending... AUTH: PENDING See Note Number: 212, 213, 214
9.00	Technical Surveillance Repository Reports at HQ AFOSI Technical Services Program Manager	photo support repository and support documents (prior 1993)	at HQ AFOSI/Technical Services Program Manager	Destroy after 6 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Technical Support Repository Reports at AFOSI Technical Services Districts	photo support repository and support documents (prior 1993)	at AFOSI technical services districts	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Polygraph Examinations at HQ AFOSI	polygraph examiner report (AFOSI Form 76) for investigative examinations, results, polygraph charts,	at HQ AFOSI	Disposition Pending... AUTH: N1-AFU-87-36 See Note Number:

		statements of consent, medical waiver to undergo polygraph examination (AFOSI Form 77), related records (less those examination and medical waiver records noted in rules 12 and 12.3)		212, 213, 214
12.00	Polygraph Examinations Waiver Records	polygraph examinations waiver records	waiver records noted in Rules 13 and 16	Disposition Pending... AUTH: PENDING See Note Number: 212, 213, 214
13.00	Polygraph Examinations - Counterintelligence Security Polygraph Examiner Reports	counterintelligence security polygraph (CSP) examiner reports that prove nondeceptive, results, polygraph charts, statements of consent, medical waivers and related records	at HQ AFOSI and AFOSI field extensions	Destroy after 3 months. AUTH: N1-AFU-87-36 See Note Number: 212, 213, 214
14.00	Polygraph Examinations - Draft AFOSI Form 76 at AFOSI Field Extensions	AFOSI Form 76 (draft)	at AFOSI field extensions	Destroy 3 months after close of related investigation. AUTH: N1-AFU-87-36 See Note Number: 212, 213, 214
15.00	Polygraph Examinations - Copies of Examiner Reports and Results at AFOSI Field Extensions	non-record copies of polygraph examiner reports and results	at AFOSI field extensions	Destroy 3 months after close of related investigation. AUTH: N1-AFU-87-36 See Note Number: 212, 213, 214
16.00	Polygraph Examinations Medical Waiver forCSP Examinations at HQ AFOSI and AFOSI Field Extensions	medical waiver for CSP examinations that prove nondeceptive	at HQ AFOSI and AFOSI field extensions	Destroy after 3 years. AUTH: N1-AFU-87-36 See Note Number: 212, 213, 214
17.00	Forensic Services at HQ AFOSI/XILD	reports of services and related records, provided by an AFOSI regional forensic science consultant or other AFOSI personnel	at HQ AFOSI/XILD	Disposition Pending... AUTH: PENDING See Note Number: 212, 213, 214
18.01	Forensic Services at AFOSI Field Extensions	reports of services and related records, provided by an AFOSI forensic science consultant or other AFOSI personnel	at AFOSI field extensions	Disposition Pending... AUTH: PENDING See Note Number: 212, 213, 214
19.00	Forensic Services at HQ AFOSI	reports of service and related records provided by AFOSI personnel other than forensic science consultant	at HQ AFOSI	Disposition Pending... AUTH: PENDING See Note Number: 212, 213, 214
20.00	Forensic Science Policy Guide at HQ AFOSI and AFOSI Field Extensions	correspondence pertaining to the operation of the forensic science program	at HQ AFOSI and AFOSI field extensions	Destroy when superseded, rescinded, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 214
21.00	Forensic Travel Records at HQ AFOSI and AFOSI Field Extensions	messages of request, TDY orders and travel vouchers	at HQ AFOSI and AFOSI field extensions	See tables 37-13 and 65-21. AUTH: N1-90-3 See Note Number: 212, 213, 214
22.00	Forensic Digest at HQ AFOSI	official and professional information on forensic science	at HQ AFOSI	Retire as permanent. AUTH: N1-AFU-90-3

		and investigative techniques		See Note Number: 7, 86, 212, 213, 214, 495, 496, 498, 499
23.00	Forensic Digest at AFOSI Field Extensions	official and professional information on forensic science and investigative techniques	at AFOSI field extensions	Destroy when superseded, obsolete, or no longer needed; whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
24.00	AFOSI Training Programs at HQ AFOSI and AFOSI Field Extensions	applicant requests for training for forensic science scholarship and specialized criminal investigative course programs and related doucments (prior 1993)	at HQ AFOSI and AFOSI field extensions	Destroy after 5 years. AUTH: N1-AU-90-3 See Note Number: 212, 213, 214
25.00	National Crime Information Center (NCIC) at HQ AFOSI	policy guidance and correspondence pertaining to operations of the NCIC/NLETS/CCHF	at HQ AFOSI	Destroy when superseded, rescinded, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
26.00	National Crime Information Center (NCIC) at HQ AFOSI	backup information on NCIC terminal entries into the NCIC computer	at HQ AFOSI	Destroy 3 months after related entry is removed from the computer. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
27.00	National Crime Information Center (NCIC) on Deserters	National Crime Information Center (NCIC) on deserters	HQ AFOSI terminal entries into the NCIC computer	Destroy/Remove entry from computer upon return of member to miitary control. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
28.00	National Crime Information Center (NCIC) on Weapons	National Crime Information Center (NCIC) on weapons	HQ AFOSI terminal entries ito the NCIC computer	Destroy/Remove) entry from computer after 15 years or when weapons are recovered, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
29.00	National Crime Information Center (NCIC) on Stolen Automobiles, Motorcycles and License Plates	National Crime Information Center (NCIC) on stolen automobiles, motorcycles and license plates	HQ AFOSI terminal entries into the NCIC computer	Destroy/Remove entry from computer after 4 years, or when items are recovered, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
30.00	(RESERVED)			(RESERVED)
31.00	HQ AFOSI Terminal Entries into the National Crime Information Center (NCIC) Computer at HQ AFOSI	FBI validations listings	at HQ AFOSI	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 71-6

SOURCE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Associated Personnel at HQ AFOSI	associated personnel	at HQ AFOSI	Destroy after 15 years. AUTH: N1-AFU-90-3 See Note Number: 214
2.00	Associated Personnel at AFOSI Field Extensions	associated personnel	at AFOSI field extensions	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Name Traces	material pertaining to name checks of foreign nationals or other personnel in overseas areas of operational interest to US agencies/AF activities	at HQ AFOSI	Destroy after 15 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Name Traces	material pertaining to name checks of foreign nationals or other personnel in overseas areas of operational interest to US agencies/AF activities	at AFOSI field extensions	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Coded Source (CS) Dossier at AFOSI/XILD	investigations and other data pertaining to Coded Sources (CS)	at HQ AFOSI/XILD	Retire as permanent. AUTH: NC1-AFU-76-23 See Note Number: 212, 213, 214
6.00	Coded Sourse (CS) Dossier at AFOSI Field Extensions	investigations and other data pertaining to Coded Sources (CS)	at AFOSI field extensions	Disposition Pending... AUTH: PENDING See Note Number: 212, 213, 214
7.00	Coded Source (CS) Register at HQ AFOSI and AFOSI Field Extensions	identification data pertaining to CS (prior 1993)	at HQ AFOSI and AFOSI field extensions	Destroy 15 years after CS is terminated. AUTH: N1-AFU-87-29 See Note Number: 212, 213, 214
8.00	SCO Burn List at HQ AFOSI/DOG	identification of individuals concerned (prior 1984)	at HQ AFOSI/DOG	Destroy 15 years after date of original record. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Monthly Statistical Data at AFOSI Field Extensions	statistical data	at AFOSI field extensions	Disposition Pending... AUTH: PENDING See Note Number: 212, 213, 214

Table 71-7

AFOSI INVESTIGATIVE SUPPORT RECORDS				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Evidence Tracking System at AFOSI Detachments	annual back-up 3.5" floppy diskettes reflecting acquisition and final disposition of evidence obtained during an investigation	at AFOSI detachments	Destroy 2 years after the close-out of each diskette. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	AFOSI Indexing Information in the Defense Clearance and Investigations Index	names, dates and places of birth, social security numbers, and AFOSI investigative file numbers	in the Defense Clearance and Investigations Index	Disposition Pending... AUTH: PENDING See Note Number: 214
3.00	Liaison and Jurisdictional Agreements at HQ AFOSI/XILD	letters of agreement, status of forces agreements and other similar or related records dealing with liaison matters of mutual interest with and render requisite assistance to investigative, law enforcement, intelligence, counterintelligence, and other US and foreign government agencies	at HQ AFOSI/XILD	Retire as permanent. AUTH: NC1-AFU-76-23 See Note Number: 6, 212, 213, 214
4.00	Liaison and Jurisdictional Agreements at AFOSI Field Extensions	letters of agreement, status of forces agreements and other similar or related records dealing with liaison matters of mutual interest with and render requisite assistance to investigative, law enforcement, intelligence, counterintelligence and other US and foreign government agencies	at AFOSI field extensions	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 214
5.00	School and College Ability Tests (SCATS)	test booklets and scoring stencils	used by AFOSI as a prescreening device in selecting applicants for AFOSI investigative duty	Destroy when superseded or obsolete. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Authority to Issue Badges and Credentials	rosters of special investigators courses/classes, letter of authorization for reservists, and related correspondence	used as identification for personnel who qualify for and who are eligible to be issued badges and credentials	Destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Badges, Credentials, Receipts and Inspection/ Inventory Records at HQ AFOSI/IGQ	badges, credentials, rceipts, computer listing and inspection/inventory records	at HQ AFOSI/IGQ	Disposition Pending... AUTH: PENDING See Note Number: 212, 213, 214
8.00	AFOSI Investigative Resumes for USAF Commanders at HQ AFOSI/SCP	factual and graphic resumes pertaining to AFOSI activities and to pertinent patterns and trends in personnel security, counterintelligence, criminal and	at HQ AFOSI/SCP	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number:

		fraud investigations and actions taken against subjects of investigations (prior 1993)		212, 213, 214
9.00	AFOSI Investigative Resumes for USAF Commanders at Other Offices	factual and graphic resumes pertaining to AFOSI activities and to pertinent patterns and trends in personnel security, counterintelligence, criminal and fraud investigations, and actions taken against subjects of investigations (prior 1993)	at other offices	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Threatened Airman Program (TAP) at HQ AFOSI/DOG	identification and supporting data related to the relocation of threatened airmen (case type 753)	at HQ AFOSI/DOG	Destroy after 10 years. AUTH: N1-AFU-87-21 See Note Number: 212, 213, 214
11.00	Threatened Airman Program (TAP) at AFOSI Field Extensions	identification and supporting data related to the relocation of threatened airmen (case type 753)	at AFOSI field extensions	Destroy after 1 year, or when no longer needed, whichever is sooner. AUTH: N1-AFU-87-21 See Note Number: 212, 213, 214
12.00	AFOSI Applicant Investigative Processing Disapproved Applications at HQ AFOSI/SILD	applications, personnel suitability records and information relating to employment and retainability of the individual	at HQ AFOSI/XILD for applications disapproved	Destroy 10 years after disapproval. AUTH: N1-AFU-87-23 See Note Number: 212, 213, 214
13.00	AFOSI Applicant Investigative Processing Approved Applications at HQ AFOSI/XILD	applications, personnel suitability records and information relating to employment and retainability of the individual	at HQ AFOSI/XILD for applicaitons approved	Destroy 10 years after individual's termination, decertification, discharge, or reassignment. AUTH: N1-AFU-87-23 See Note Number: 212, 213, 214
14.00	AFOSI Applicant Investigative Processing at AFOSI Field Extensions	applications, personnel suitability records and information relating to employment and retainability of the individual	at AFOSI field extensins	Disposition Pending... AUTH: PENDING See Note Number: 212, 213, 214
15.00	Wire Tapping and Eavesdropping Records Accumulated by Investigative Personnel	reports and records required by AFI 71-103 on the inventory and use of wire tapping and eavesdropping devices	at HQ AFOSI	Destroy under same destruction criteria assigned to the substantive case supported. AUTH: NC1-AFU-76-23 See Note Number: 42, 85, 212, 213, 214
16.00	Identi-Kit Composite Constructed in Unknown Subject Cases	identi-kit composites (prior to 1993)	at AFOSI field extensions	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Fraud/Criminal	reports, correspondence and related	at HQ AFOSI	Destroy after 3

	Briefing Program at HQ AFOSI	records on fraud mission briefings (in CACTIS computer database)		years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Fraud/Criminal Briefing Program at HQ AFOSI and AFOSI Field Extensions	Rule 17 records (paper)	at HQ AFOSI and AFOSI field extensions	Disposition Pending... AUTH: PENDING See Note Number: 212, 213, 214
19.00	Specialized Crime Reports and Studies - Record Copies at HQ AFOSI	information reports, special studies and reports, drug abuse information, etc, that provide for AFOSI and AF commanders current information on types of crimes, methods used, reasons and trends	record copies at HQ AFOSI	Destroy after 6 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
20.00	Specialized Crime Reports and Studies at AFOSI Field Extensions	information reports, special studies and reports, drug abuse information, etc, that provide for AFOSI and AF commanders current information on types of crimes, methods used, reasons and trends	at AFOSI field extensions	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
21.00	Specialized Crime Reports and Studies at Units	information reports, special studies and reports, drug abuse information, etc, that provide for AFOSI and AF commanders current information on types of crimes, methods used, reasons and trends	at units	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
22.00	Contraband Drugs and Paraphernalia as Training Aids at AFOSI Field Extensions	accountability of drug training aids (AFOSI Form 32) and drug training aid inventory record (AFOSI Form 33)	at AFOSI field extensions	Destroy 1 year after last entry. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
23.00	Criminal Alert Notices (CANs) at HQ AFOSI/XILD	CANs prior to 1993	at HQ AFOSI/XILD	Destroy after 15 years. AUTH: N1-AFU-87-21 See Note Number: 212, 213, 214
24.00	Criminal Alert Notices (CANs) at HQ AFOSI/DOQA and AFOSI Field Extensions	Criminal Alert Notices (CANs)	at HQ AFOSI/DOQA and AFOSI field extensions	Disposition Pending... AUTH: PENDING See Note Number: 212, 213, 214

Table 84-1

HISTORICAL PROGRAM RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Periodic Histories and Occasional Monographs, Studies and Reports Not or Will Bot Be Microfilmed	records prepared or collected by historical officers and historians under the Air Force historical program	original narrative and one set of supporting records, copies of medical and HQ USAF staff office histories maintained by HQ Air Force Historical Research Center (AFHRA)	Disposition Pending... AUTH: Unscheduled See Note Number: 117, 122

2.00	Original Medical Histories Maintained by HQ USAF/SG	records prepared or collected by historical officers and historians under the Air Force historical program	by HQ USAF/SG	Disposition Pending... AUTH: Unscheduled See Note Number: 117, 122, 136
3.00	Copies or Microfilm Maintained by the Originating Unit	records	prepared or collected by historical officers and historians under the Air Force historical program	Destroy on inactivation of the unit. AUTH: N1-AFU-90-3 See Note Number: 117, 136, 212, 213, 214, 656
4.00	Periodic Histories, Monographs, Studies and Reports Retained by Originating HQ USAF Staff Office	records prepared or collected by historical officers and historians under the Air Force historical program	down to and including directorate (or comparable) level	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Periodic Histories, Monographs, Studies and Reports Retained for Research and Reference	records prepared or collected by historical officers and historians under the Air Force historical program	copies received by intermediate headquarters from lower echelons	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Source Documents	subsidiary (or feeder) reprts prepared at the request of a higher organization or a special activity for use in preparing a historical report and not submitted to HQ AFHRA	copies prepared and retained by an element of a unit, by a staff office of a headquarters at major command or lower level, or by a staff office of HQ USAF below directorate level at the unit or HQ USAF staff office at directorate or above level for which the reports were preapred	Destroy when no longer needed, or after 2 years, whichever is sooner AUTH: N1-AFU-90-3
7.00	Historical Research and Reference	special collections of policy directives, staff studies, correspondence and other communications of exceptional importance; transcripts of interviews, journals; diaries; minutes of important meetings or conferences; maps; charts; and statistical or other compilations; prepared by or required by the historical activity and maintained for research and reference	collected and maintained by historians at HQ USAF/HQ AFHRA/MAJCOMs/major subordinate commands; wings and independent squadrons for research documentation, or citation in the preparation of periodic histories, occasional monographs, studies and reports for the purpose of continued historical reference	Destroy paper or microfilm when superseded, obsolete, or on inactivation of the unit, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 117, 212, 213, 214, 621
8.00	Organizational Emblems - Initiator	official emblem elements, approvals, records resulting from changes in emblem, copyright releases and other related documents	at initiating activities	Forward to HQ AFHRA/RS on inactivation of activity. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Organizational Emblems -	official emblem elements, approvals, records resulting	at intermediate headquarters	Forward to AFHRA/RS when

	Intermediate Headquarters	from changes in emblem, copyright releases and other related documents		no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Organization Emblems	official emblem elements, approvals, records resulting from changes in emblem, copyright releases and other related documents	at HQ AFHRA/RS	Transfer to National Archives (for permanent retention) when no longer needed by AFHRA for on-site reference. AUTH: NC1-AFU-80-8 See Note Number: 117, 212, 213, 214

Table 84-2

MUSEUM PROGRAM RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	General authority at Office, Secretary of the Air Force (SAF/PA) and United States Air Force Museum (USAFM)	basic delegations of authority	to establish museums, develop policies, procedures, and methods to maintain and promote its assigned mission; and conduct all phases of the AF museum program	Retire as permanent. AUTH: N1-AFU-87-32 See Note Number: 9
1.01	General Authority at MAJCOM and Subordinate Commands	basic delegations of authority to establish museums, develop policies, procedures and methods to maintain and promote its assigned mission; and conduct all phases of the AF museum program	at MAJCOM and subordinate authority	Destroy 20 years after the museum is inactivated and historical property has been reassigned and all claims are settled. AUTH: N1-AFU-87-32 See Note Number: 212, 213, 214
1.02	General Authority at the Museums	basic delegations of authority	to establish museums, develop policies, procedures, and methods to maintain and promote its assigned mission; and conduct all phases of the AF museum program	On inactivation transfer the records through the parent command to the USAFM where they will be retained and disposed of per Rule 1.1. AUTH: N1-AFU-87-32 See Note Number: 212, 213, 214
2.00	Liaison Data	correspondence, photographs, brochures,	used to reflect technical and nontechnical assistance provided	Destroy when no longer needed.

		and other types of printed matter	contemporaries of museums similarly engaged in the establishment and promotion of aeronautical history	AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Museum Operation Data	museum operation data	correspondence and related data in support of management, operation and administration of museums and their predecessors	Destroy 20 years after museum is closed and all claims are settled. AUTH: N1-AFU-87-32 See Note Number: 212, 213, 214
3.01	Monographs, Studies, Photographs	record set of monographs, historical studies, photographs and other related historical data	at the USAFM and other museums	Retire as permanent. AUTH: N1-AFU-87-32 See Note Number: 9
4.00	Historical Property	historical property	proffers of gift; acceptance letters; item record cards; loan, disposal, and transfer vouchers; directly related correspondence; and other records evidencing the establishment and relief of property responsibility, which are the only authorized record of museum historical property inventory	Destroy 20 years after property leaves AF inventory and all legal settlements have been finalized. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Historical Property Source Data	historical property source data	correspondence, photographs, brochures, and other types of printed matter which provide the basis to negotiate for historical objects of significance and importance to the exhibits program of museums	Transfer activated record to the historical property records (Rule 4) files. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Historical Property Source Data Records Other Than Rule 5	historical property source data records	other than Rule 5	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Report of USAF Historic Property at USAFM	record of all historic items of all types in museums	at USAFM	Destroy after 20 years. AUTH: N1-AFU-87-32 See Note Number: 212, 213, 214
7.01	Report of USAF Historic Property at Other Than USAFM	record of all historic items of all types in museums	at other than USAFM	Destroy when 5 years old. AUTH: N1-AFU-87-32 See Note Number: 212, 213, 214

Table 90-1

INSPECTOR GENERAL ADMINISTRATIVE REPORTS

R	A	B	C	D

U L E	If the records are or pertain to	consisting of	which are	then
1.00	Administrative Reviews, Inquiries and Investigations	reports and supporting records relating to matters adversely affecting the discipline, efficiency, morale, or welfare of organizations, units or personnel; complaints, correspondence in the form of complaints, and locally produced forms reflecting a record of interview and resulting action taken	the result of personal conference periods or complaints presented under AFI 90-301, Inspector General Complaints, or worked within/by Inspectors General	Destroy 2 years after the case is closed. AUTH: N1-AFU-90-44 See Note Number: 170, 212, 213, 214
2.00	IG Reports Involving Senior Officials at SAF/IGQ	active duty, retired, Reserve or Air National Guard military officer in grades brigadier general and above; current and former civilians above the grade of general service (GS) or general manager (GM)-15; current or former members of the Senior Executive Service, and current and former Air Force civilian Presidential appointees; active duty, Reserve, or Air National Guard military officers in the grade of colonel	at SAF/IGQ	Destroy 2 years after the case is closed, or 2 years after the senior official retires, whichever is later. AUTH: N1-AFU-90-44 See Note Number: 212, 213, 214
3.00	IG Reports Involving Senior Officials at MAJCOMs/FOAs and Below	active duty, retired, Reserve or Air National Guard military officer in grades brigadier general and above; current and former civilians above the grade of general service (GS) or general manager (GM)-15; current or former members of the Senior Executive Service, and current and former Air Force civilian Presidential appointees; active duty, Reserve, or Air National Guard military officers in the grade of colonel	at MAJCOMs/FOAs and below	Destroy 2 years after the case is closed. AUTH: N1-AFU-90-44 See Note Number: 212, 213, 214

Table 90-2

INSPECTION RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Inspection Reports Not Otherwise Covered in this Table	inspection reports not otherwise covered in this table	at MAJCOMs and subordinate commands	Destroy 1 year after next like inspection or after 3 years, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Inspection Reports Record Copies	inspection reports	record copies	Destroy 10 years after completion of subject inspection. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Inspected	inspected activities inspection	at monitoring, evaluating or	Destroy 1 year

	Activities Inspection Reports	reports	approving authorities	after corrective action has been taken or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Information Copies of Other Unit Inspections for Self-inspection/ Assessment	purposes and replies when required	at unit level	Destroy 6 months after own comparable inspection report received or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.01	Information Copies of Other Unit Inspections for Monitoring	status of individual units corrective actions, formulating exercise scenarios and conducting ORI type exercises	at base self-inspection office	Destroy upon receipt of next inspection report for that unit, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Special Interest Items Inspection Files	special interest items	inspection files	Destroy after 1 year, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Reports with Active-Review Findings	reports	with active-review findings	Destroy 2 years after approval of inspection report. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Background Material Collected During an Inspection	background material	collected during an inspection	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Surveillance Records	records reflecting results of evaluations, inspections and staff visits by The Inspector General USAF, in connection with overall surveillance of AF programs, missions and operational readiness	originals at SAF/IG (Note: paper copies are normally microfilmed within 3 years)	Destroy 10 years after completion of subject inspection. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Inspection Team Programming	inspection itineraries, team personnel rosters and change sheets, records on personnel augmentation, suggested items for inspection, special	at inspection offices	Destroy 1 year after completion of inspection to which records pertain or when no longer

		subjects for inspection and information pertinent to special inspection efforts		needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Inspection Checklists	inspection checklists, inspection guides, individual methods of approach or similar records and papers	related thereto, not published as, or supplement to, a standard publication per AFMAN 33-360V1 (see Table 37-7); and, which are not used to record a completed inspection	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Inspection Clearance Certificates	certificates of unit property, certification of clearance from accountability of station property, departure certificates, authorized personnel, vehicles and cargo certificates, comparable certificates and papers related thereto	at inspected units, prepared prior to movement departure, to insure that all directives have been complied with in connection with sanitation, policing, property and all other responsibilities	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Operational Readiness Plans	plans prepared for guidance of the conduct of operational readiness inspections	at MAJCOMs and below	Destroy when superseded. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 90-3

FRAUD, WASTE AND ABUSE (FWA) RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Case Files at HQ USAF, MAJCOMs and Below (Except AFOSI)	USAF FWA disclosures or other format for HOTLINE AND Non-HOTLINE disclosures, including HOTLINE Progress Report, HOTLINE Completion Report, reports of investigation or inquiry, allegations of reprisal, summary completion report and related records report of investigation or inquiry, allegations of reprisal, summary completion reports and related records	at HQ USAF, MAJCOMs, and below (except AFOSI)	Destroy 2 years after case is closed. AUTH: N1-AFU-88-32 See Note Number: 120, 212, 213, 214
2.01	Case Files	rules 1 and 2 FWA disclosures which are substantiated and have wide media coverage, are investigated by or at the request of Congressional committees; involve general officers or equivalent personnel; involve dollar losses or recoveries of $100,000 or more; reveal systemic problems in Air Force administration and /or result in major changes in Air Force policy and procedures	at highest command level where the inquiry was completed or where the case file is maintained	Retire as permanent. AUTH: N1-AFU-88-32 See Note Number: 6
3.00	Case Files Summary Data	computer printout summaries of open and closed FWA cases, commander directed inquiries (CDIs)and related records and back-up information that may be	part of the inquiry	Destroy when no longer needed. AUTH: N1-AFU-88-32

				See Note Number: 212, 213, 214
4.00	Case Files Summary Data (in the computer)	computer printout summaries of open and closed FWA cases, commander directed inquiries (CDIs) and related records	not otherwise ccovered in this table	Destroy when no longer needed. AUTH: N1-AFU-88-32 See Note Number: 212, 213, 214
5.00	FWA Reports	FWA reports	HQ USAF input to the DOD Semiannual Report to the Congress and related records	Destroy after 2 years. AUTH: N1-AFU-88-32 See Note Number: 212, 213, 214
8.00	Log Registers	logs	recording names, dates and other applicable data of disclosures	Destroy after 2 years, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 90-4

CONGRESSIONAL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Congressional Inquiries	nonroutine inquiries and replies relating to or involving AF policy, procedures, plans, classified information and other matters of importance-such as changes in status or location of AF organizations, activities or installations, production facilities, major procurement or allied matters	at OSAF and HQ USAF	Retire as permanent. AUTH: NC1-AFU-80-8 See Note Number: 6
2.00	Congressional Inquiries Below HQ USAF	nonroutine inquiries and replies relating to or involving AF policy, procedures, plans, classified information and other matters of importance-such as changes in status or location of AF organizations, activities or installations, production facilities, major procurement or allied matters	below HQ USAF	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Congressional Routine and Noncontroversial Communications	from and to members of Congress relating to unclassified information-such as requests from military personnel for discharge or reassignment, for assistance in placement in federal service, to place contractors on AF bidders' lists as source of procurement and inquiries from constituents about surplus property	at HQ USAF	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Congressional Communication at OSAF and All Activities Below	from and to members of Congress relating to unclassified information-such as requests from military personnel for	at OSAF and all activities	Destroy after 1 year. AUTH: N1-AFU-

	HQ USAF	discharge or reassignment, for assistance in placement in federal service, to place contractors on AF bidders' lists as source of procurement and inquiries from constituents about surplus property	below HQ USAF	90-3 See Note Number: 212, 213, 214
5.00	Congressional Travel	letters, requests for travel orders, messages, trip reports and related data and attachments pertaining to congressional travel sponsored by the Department of the Air Force	at OSAF and all activities below HQ USAF	Destroy after 6 months or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214, 618
6.00	Current Member of the U.S. Congress and Key Congressional Staff Members Biographical Information	biographical information on members of Congress and key staff members, mailing addresses, committee memberships, contact reports, floor votes and individuals who are not re-elected or no longer serve in Congress	at SAF/LL	Destroy on departure of individual from Congress. AUTH: N1-AFU-03-10 See Note Number: 212, 213, 214

Table 91-1

NUCLEAR WEAPON SYSTEM SAFETY GROUP (NWSSG) RECORDS AND SAFETY RULES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1.00	Operational Plan Data Documents (OPDDs) at HQ AFSA/SEN	descriptions of intended operations with NWSs used as source data for safety studies and reviews of USAF/non-U.S. NATO NWSs	at HQ AFSA/SEN	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Operational Plan Data Documents (OPDDs) at Other Offices	descriptions of intended operations with NWSs used as source data for safety studies and reviews of USAF/non-U.S. NATO NWSs	at HQ USAF,MAJCOMs/DRUs/FOAs and other offices of record	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Technical Nuclear Safety Analyses (TNSAs) at HQ AFSA/SEN	analyses of adequacy of NWSS features	at HQ AFSA/SEN	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 214
4.00	Technical Nuclear Safety Analyses (TNSAs) at Other Offices	analyses of adequacy of NWSS features	at HQ USAF, MAJCOMs/DRUs/FOAs and other offices of record	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	NWSSG Safety	safety studies and reviews of	at HQ AFSA/SEN	Destroy when no

	Study Reports Working Draft Reports	USAF/non-U.S. NATO NWSs		longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	NWSSG Safety Study Reports Intermediate Versions	reports for obtaining HQ USAF coordination on conclusions and recommendations of NWSSG	at HQ AFSA/SEN	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	NWSSG Reports of NWSS Studies and Reviews	HQ USAF approved final version	at HQ AFSA/SEN	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 214
8.00	NWSSG Safety Study Reports Copies at Other Offices	copies of rules 5 thru 7 reports	at HQ USAF and other offices of record	Destroy when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Safety Rules Packages at HQ AFSA/SEN	draft CSAF/CJCS memoranda, description of NWS, summaries of operational concept, nuclear safety design features in NWS, and proposed NWSS rules, included as appendix to Rules 6 and 7 reports	at HQ AFSA/SEN	Destroy reproducible masters when superseded, obsolete, or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 214
10.00	Safety Rules Packages at Other Offices	draft CSAF/CJCS memoranda, description of NWS, summaries of operational concept, nuclear safety design features in NWS and proposed NWSS rules, included as appendix to Rules 6 and 7 reports	at HQ USAF and other offices of record	Destroy when NWSS rules are published. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Rules Writer's Background Files	correspondence and study reports concerning establishment, application and interpretation of NWSS rules, including related JCS papers	at HQ AFSA/SEN	Destroy 2 years after NWS is declared obsolete, nonoperational, or dropped from the USAF or non-U.S. NATO inventory. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	NWS Critical Component Lists	lists of critical hardware, software or code components subject to split handling/knowledge procedures	at HQ AFSA/SEN	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 91-2

NUCLEAR REACTOR RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**

1.00	Health Physics and Process Control Data Logs	health physics daily logs, water activity analysis logs, Geiger-Mueller analysis logs, air sample analysis logs, daily routine health physics logs, background and efficiency logs, portable survey instrument calibration logs, and source movement, inventory and leak test logs	at installation level	Destroy 100 years after inactivation of facility. AUTH: N1-AFU-88-35 See Note Number: 212, 213, 214
2.00	Environmental Sample Data	data for the analysis of soil, vegetation and water samples	are subject to radioactive contamination	Destroy 100 years after inactivation of facility. AUTH: N1-AFU-88-35 See Note Number: 212, 213, 214
3.00	Nuclear Reactor Logs	nuclear reactor logs	daily operational records and facility/system utilization logs	Destroy 100 years after inactivation of facility. AUTH: N1-AFU-88-35 See Note Number: 212, 213, 214
4.00	Contractor Shipments	forms	used by contractors when shipping radioactive material	Destroy 100 years after inactivation of facility. AUTH: N1-AFU-88-35 See Note Number: 212, 213, 214
5.00	Radiation Level	radiation levels	reports which provide data required to analyze the possible buildup of radiation levels	Destroy 100 years after inactivation of facility. AUTH: N1-AFU-88-35 See Note Number: 212, 213, 214
6.00	radiation film badge	radiation film badge	records that serve as a reference to dosimeter logs and provide a record of the accumulated radiation dosage in a specific area for which the permit was issued	Destroy 100 years after inactivation of facility. AUTH: N1-AFU-88-35 See Note Number: 212, 213, 214
7.00	Dosimeter Log	log of each entry used to control the number of individuals in a nuclear reactor plant at any one time, record the amount of radiation exposure by each individual while in the plant and provide a record of who is in the plant in event of an emergency	at reactor facility	Destroy 100 years after inactivation of facility. AUTH: N1-AFU-88-35 See Note Number: 212, 213, 214
8.00	process control charts	graphic presentations	used in analyzing trends in plant chemistry parameters	Destroy after 1 year or when no

			and provide a basis for determining the need for changes in chemical treatment of various plant systems	longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Occupational Exposure	dosimeter film exposure listing	used to prepare the record of occupational exposure to ionizing radiation which is forwarded for inclusion in individual's medical records	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Operator Training	operator training	training and certification records of assigned reactor operator	Destroy 100 years after inactivation of facility. AUTH: N1-AFU-88-35 See Note Number: 212, 213, 214
11.00	Radioactive Waste Disposal	radioactive waste disposal	shipping manifests, inventories, analytical data and related records of waste generated at the facility.	Destroy 100 years after inactivation of facility. AUTH: N1-AFU-88-35 See Note Number: 212, 213, 214
12.00	Safety Analysis	safety analysis	safety meeing minutes pertaining to safety related analysis and studies of the nuclear reactor facility and operation,, reports and related records	Destroy 100 years after inactivation of facility. AUTH: N1-AFU-88-35 See Note Number: 171, 212, 213, 214
13.00	Reactor Design	reactor design	reports, analysis and related records on design, evaluation, procurement, construction, and safety analysis of reactor systems	Destroy 100 years after inactivation of facility. AUTH: N1-AFU-88-35 See Note Number: 171, 212, 213, 214

Table 91-3

ACCIDENT/INCIDENT REPORT

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Nuclear Weapon Accident/Incident Deficiency Analyses and	analyses and statistical data summaries	prepared for use in accident prevention and quarterly summaries of nuclear	Destroy with related reports. AUTH: N1-AFU-

	Summaries with Accident/Incident Deficiency Report		accident/incident deficiency reports	90-3 See Note Number: 214
2.00	Nuclear Weapon Accident/Incident Deficiency Analyses and Summaries with Nuclear Weapon System Case File	analyses and statistical data summaries	prepared for use in accident prevention, and quarterly summaries of nuclear accident/incident deficiency reports	Destroy with case file (Table 91-1). AUTH: N1-AFU-90-3 See Note Number: 214
3.00	Nuclear Weapon Accident/Incident Deficiency Report	initial preliminary, supplemental or formal reports of accident/incident deficiencies under AFI 91-204, Safety Investigations and Reports	original paper records at HQ AFSA/SEN	Destroy after microfilm or automated data is determined adequate substitute. AUTH: N1-AFU-90-3 See Note Number: 214
4.00	Nuclear Weapon Accident/Incident Report Microfilm Copies	initial preliminary, supplemental, or formal reports of accident/incident deficiencies under AFI 91-204, Safety Investigations and Reports	microfilm copies	Destroy after 30 years. AUTH: N1-AFU-90-3 See Note Number: 214
5.00	Nuclear Weapon Accident/Incident Report Copies Retained by Originator	initial preliminary, supplemental or formal reports of accident/incident deficiencies under AFI 91-204, Safety Investigations and Reports	copies retained by originator	Destroy after 2 years, or on inactivation of the activity, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.01	Nuclear Weapon Accident/Incident Report at HQ USAF, MAJCOMs/DRUs/FOAs and Below	initial preliminary, supplemental, or formal reports of accident/incident deficiencies under AFI 91-204, Safety Investigations and Reports	copies	Destroy after 2 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
6.00	Reactor/Radioisotope Systems Accident/ Incident Reports Original Paper Records	reactor/radioisotope systems accident/ incident reports original paper records	at HQ AFSA/SEN	Destroy after microfilm or automated data is determined adequate substitute. AUTH: N1-AFU-90-3 See Note Number: 214
7.00	Reactor/Radioisotope Systems Accident/ Incident Reports Microfilm Copies of Automated Data	reactor/radioisotope systems accident/ incident reports	microfilm copies of automated data	Destroy after 30 years. AUTH: N1-AFU-90-3 See Note Number: 214
8.00	Reactor/Radioisotope Systems Accident/ Incident	reactor/radioisotope systems accident/ incident	retained by originator	Destroy after 2 years, or on

	Reports Copies Retained by Originator	reports copies		inactivation of the activity, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.01	Reactor/Radioisotope Systems Accident/ Incident Reports Copies at HQ USAF, MAJCOMs/DRUs/FOAs and Below	eactor/radioisotope systems accident/ incident reports copies	at HQ USAF, MAJCOMs/DRUs/FOAs, and below	Destroy after 2 years, or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 91-4

SAFETY PROGRAM ADMINISTRATION

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Safety Program Coordination	letters requesting/certifying that teams have received safety indoctrination briefings at installations to which they are deployed	at unit of assignment	Destroy 1 year after job is completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Safety Studies at HQ USAF/SE or HQ AFSA	individual studies which disclose areas in human factors or in design, training, operations, or maintenance of AF equipment that may have a mishap potential and supporting records	at HQ USAF/SE or HQ AFSA	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Safety Studies at MAJCOMs/DRUs/FOAs and Below	individual studies which disclose areas in human factors or in design, training, operations, or maintenance of AF equipment that may have a mishap potential and supporting records	at MAJCOMs/DRUs/FOAs and Below	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Safety Visit Reports, Evaluations, Assessments, or Inspections at HQ USAF/SE and HQ AFA	final reports and supporting correspondence relating to findings and recommendations during safety visit	at HQ USAF/SE and HQ AFSA	Destroy after 6 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.01	Safety Visit Reports, Evaluations, Assessments, or	final reports and supporting	at wings/installation safety office	Destroy after 1 year.

	Inspections at Wing/Installation Safety Office	correspondence relating to findings and recommendations during safety visits		AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Explosive Operations, Construction Modifications, Explosive Facilities, Exposed Non-Explosive Support Facilities	Explosive Operations, Construction Modifications, Explosive Facilities, Exposed Non-Explosive Support Facilities	operating site plans, exceptions and explosives licenses with all related drawings, specifications, cover letters, and approval documents	Destroy when superseded, obsolete, or cancelled. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Operational Review Reports at HQ USAF and HQ AFSA	reports, related background material and correspondence, accumulated as a result of DOD- required periodic reviews to re-examine the adequacy and suitability of safety features in weapon design procedures throughout the stockpile-to-target sequence and safety rules	at HQ USAF and HQ AFSA	Destroy 2 years after the weapon system is declared obsolete, nonoperational or dropped from the AF inventory. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
7.00	Operational Review Reports at MAJCOMs/DRUs/FOAs	reports, related background material and correspondence, accumulated as a result of DOD- required periodic reviews to re-examine the adequacy and suitability of safety features in weapon design procedures throughout the stockpile-to-target sequence and safety rules	at MAJCOMs/DRUs/FOAs	Destroy when obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
8.00	Hazard Reports	reports, with related attachments and correspondence	concerning but not limited to weapons, ground, and flying hazards	Destroy 5 years after closing action taken. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Safety Programming	safety programming	safety inspection program, field effort itineraries, team personnel rosters and change sheets, records on personnel augmentation and information pertinent to specific safety field efforts	Destroy after programming the next cycle's safety coverage. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
10.00	Safety Council Meetings	minutes of meetings	related to flight, ground, explosive, missile, space and nuclear safety operations and their improvement	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 212,

				213, 214
11.00	Safety Education Material	safety education material	originals of any materials included in final publications, such as safety magazines, kits, etc.,	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Ground Safety Management	reports	concerning mishap prevention activities with identifying problems, surveillance of accomplishments and evaluating prevention activities	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
13.00	(RESERVED)			(RESERVED)
14.00	(RESERVED)			(RESERVED)
15.00	Danger Tags, Warning Tags, or Caution Tags	tags	danger tags, warning tags, or caution tags	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
16.00	Hazard Abatement Plans	Hazard Abatement Plans	USAF Hazard Abatement Log	Destroy 5 years after closing action taken. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
17.00	Variances to AFOSH Requirements	variances to AFOSH requirements	requests for variances, related records, records of variances and alternate safety/health measures	Destroy 1 year after variance terminated. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
18.00	Traffic Safety Education (TSE) and Supervisor Safety Training (SST)	Automated Personnel Data System (APDS) entries for military members or appropriate personnel data system-civilian (PDS-C) for civilian personnel documenting individual's completion of standard traffic safety course, motorcycle operator courses, driver improvement program, and supervisor safety training	at installation MPFs and CPFs	Destroy (delete) upon individual's discharge, separation, or forward entry data to next PCS installation MPF or CPF. AUTH: N1-AFU-91-6 See Note Number: 212, 213, 214
19.00	Computer TSE and SST Data on Disc	Automated Personnel Data System (APDS) entries for military members or appropriate personnel data system-	at installation safety office	Delete/Update data on disc and send periodically back to MPF or

		civilian (PDS-C) for civilian personnel documenting individual's completion of standard traffic safety course, motorcycle operator courses, driver improvement program, and supervisor safety training		CPF for computer update. AUTH: N1-AFU-91-6 See Note Number: 212, 213, 214
20.00	APDS and PDS-C Computer Listings of Updated TSE and SST Training Codes	APDS and PDS-C Computer Listings	of Updated TSE and SST Training Codes	Destroy when superseded. AUTH: N1-AFU-91-6 See Note Number: 212, 213, 214
21.00	Certificate of Competency (AF Form 483) for MOPED and Motor Scooter Training	Certificate of Competency (AF Form 483)	for MOPED and Motor Scooter Training	Destroy upon individual's discharge, separation, or PCS. AUTH: N1-AFU-91-6 See Note Number: 212, 213, 214
22.00	AF Form 1286, Safety Education Call Roster	AF Form 1286	Safety Education Call Rosters	Destroy after 1 year. AUTH: N1-AFU-91-6 See Note Number: 212, 213, 214
23.00	Motorcycle Safety Training Data	motorcycle safety training data	at HQ AFSA, MAJCOMs/DRUs/FOAs, and installation safety offices	Destroy after 1 year. AUTH: N1-AFU-91-6 See Note Number: 212, 213, 214
24.00	All Job Safety Training	AF Form 55 for individuals	permanent duty, in Permanent Change of Status (PCS)or Permanent Change of Assignment(PCA)	Retain at unit until individual goes PCS or PCA; then individual shall hand carry AF Form 55 to next assignment. AUTH: N1-AFU-98-2 See Note Number: 212, 213, 214
25.00	Job Safety Training/Discharged/Separated or Retired	AF Form 55 for individuals	discharged, separated, or retired	Destroy after one year. AUTH: N1-AFU-98-2 See Note Number: 212, 213, 214

Table 91-5

MISHAP REPORTING RECORDS				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.00	Aircraft, Space, Missile, Explosives and Nuclear Mishap Reports	USAF mishap report series, with pertinent attachments, records and related papers used in reporting and investigating mishaps under AFI 91-204	at HQ USAF/SE and HQ AFSA	Disposition Pending... AUTH: Unscheduled
2.00	Aircraft, Space, Missile, Explosives and Nuclear Mishap Reports Microfilm at HQ AFSA	USAF mishap report series, with pertinent attachments, records and related papers used in reporting and investigating mishaps under AFI 91-204	at HQ AFSA	Destroy after 30 years, or when no longer needed, whichever is later. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Aircraft, Space, Missile, Explosives and Nuclear Mishap Reports at MAJCOMs and Below	USAF mishap report series, with pertinent attachments, records and related papers used in reporting and investigating mishaps under AFI 91-204	at MAJCOMs and below	Destroy after 2 years, or on inactivation of the activity, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 188, 212, 213, 214
4.00	Ground Mishap Reports at HQ AFSA	USAF mishap report series, with pertinent attachments, records and related papers	at HQ AFSA	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
5.00	Ground Mishap Reports at MAJCOMs/DRUs/FOAs and Below	USAF mishap report series, with pertinent attachments, records and related papers	at MAJCOMs/DRUs/FOAs and below	Destroy after 2 years, or on inactivation of the activity, whichever is sooner. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Flight, Ground, Space, Missile and Explosives Mishap Paraphrased Information Messages	essential information from selected mishap reports	at units	Destroy after 1 year. AUTH: N1-AFU-90-3 See Note Number: 214
7.00	Automated Mishap Data	punched cards and magnetic tapes	coded information relative to mishap causes, phase of operation, type of accident, crew injuries, damage, time and place of occurrence,	Destroy when no longer needed. AUTH: N1-AFU-90-3

			weather conditions etc.,	See Note Number: 214
8.00	Mishap Logs and Inventories	records	used as an aid in researching for occurrences involving specific vehicles and/or individuals	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
9.00	Mishap/Incident Reference Sheets at HQ AFSA	records used to research specific occurrences involving aircraft and missile mishaps/incidents	at HQ AFSA	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 214
10.00	Mishap/Incident Reference Sheets Microfilm Copies	records used to research specific occurrences involving aircraft and missile mishaps/incidents	microfilm copies	Destroy after 30 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
11.00	Pilot Repeater Files	EAM cards which serve as a record file of rated individuals involved in one or more mishaps/incidents	at HQ AFSA	Destroy when no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
12.00	Occupational Injuries and Illnesses	Illnesses and Injuries (AF Form 739)	at organizational levels	Destroy after 5 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 91-6

MISHAP SUMMARIES

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Mishap Summaries	mishap summaries	equipment and personnel analyses on mishaps which have occurred during a specific period, including survival and ejection summaries	Destroy when superseded, obsolete or no longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
2.00	Ground Mishap Summaries	ground mishap summaries	ground mishap summaries, forms and correspondence, which constitutes a preliminary monthly summary of ground mishaps	Destroy after 2 years. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	(RESERVED)			(RESERVED)
4.00	USAF Mishap	USAF mishap	statistical tables that summarize under one	Destroy when no

	Bulletins	bulletins	cover the USAF mishap experience for a fiscal year	longer needed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 91-7

ALLEGED FLYING VIOLATIONS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	Final Reports of Investigations	final reports of investigations	reports of outstanding significance, such as alleged flying violations of international borders	Retire as permanent. AUTH: NC1-AFU-80-8 See Note Number: 6, 214
2.00	Flying Violations Reports of Not Outstanding Significance	flying violations reports	reports of not outstanding significance	Destroy 2 years after case is reviewed, analyzed and/or closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
3.00	Flying Violations Reports of Flying Evaluations Board Proceedings	flying violations reports	reports of flying evaluations board proceedings	Destroy 2 years after case is reviewed, analyzed and/or closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
4.00	Flying Violations Reports of Court-Martial Proceedings	flying violations reports	reports of court-martial proceedings	Destroy 2 years after case is reviewed, analyzed and/or closed. AUTH: N1-AFU-90-3
5.00	Flying Violations Reports of Claims Against the Government	flying violations reports	reports of claims against the government	Destroy 2 years after case is reviewed, analyzed and/or closed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214
6.00	Flying Violations Reports Made Part of Aircraft Accident Reports	flying violations reports	reports made part of aircraft accident reports	Destroy 2 years after case is reviewed, analyzed and/or closed. AUTH: N1-AFU-90-3
7.00	Flying Violations Information Copies of Reports	flying violations information	copies of reports	Destroy 1 year after investigation is completed. AUTH: N1-AFU-90-3 See Note Number: 212, 213, 214

Table 99-1

OPERATIONAL TEST AND EVALUATION (OT&E) RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1.00	AFOTEC-	test plans, final reports,	created by test/project	On publication, send

	Conducted OT&E Programs Created by Test/Project Managers and Directors	annexes, data supplements and related studies and analyses	managers and directors	copies to AF OT&E Data Bank and Defense Technical Information Center (DTIC) AUTH: N1-AFU-87-19 See Note Number: 570, 571
1.01	AFOTEC-Conducted OT&E Programs at the AF OT&E Data Bank	test plans, final reports, annexes, data supplements, and related studies and analyses	at the AF OT&E Data Bank	Retain copies until disestablished, then handle as directed by HQ USAF AUTH: N1-AFU-87-19
1.02	AFOTEC Conducted OT&E Programs at Other Activities	test plans, final reports, annexes, data supplements and related studies and analyses	at other activities	Destroy when no longer needed AUTH: N1-AFU-87-19
1.03	AFOTEC Conducted OT&E Program Case Files Maintained by Test/Project Manager and Directors	includes requirements, authorizations, planning and implementing documents, summary test data, lessons learned and similar records	maintained by test/project managers and directors	Forward to AF OT&E Data Bank upon program termination. AUTH: N1-AFU-90-37 See Note Number: 574
1.04	AFOTEC conducted OT&E Program Case Files at the AF OT&E Test Data Bank	includes requirements, authorizations, planning and implementing documents, summary test data, lessons learned and similar records	at the AF OT&E Data Bank	Permanent copy on microfilm; transfer microfilm to NARA when 20 years old AUTH: N1-AFU-87-19
1.05	AFOTEC Conducted OT&E Program Case Files at Other Activities	includes requirements, authorizations, planning and implementing documents, summary test data, lessons learned and similar records	at other activities	Destroy when no longer needed. AUTH: N1-AFU-87-19
2.00	MAJCOM-Conducted OT&E Programs Created by Test/Project Managers and Directors	test plans, final reports, annexes, data supplements, and related studies and analyses	created by test/project managers and directors	On publication, send copies to AF OT&E Data Bank, Command History Office, and DTIC. AUTH: N1-AFU-87-19 See Note Number: 570
2.01	MAJCOM-Conducted OT&E Programs at the AF OT&E Data Bank	test plans, final reports, annexes, data supplements and related studies and analyses	at the AF OT&E data bank	Destroy paper copies when no longer needed. AUTH: N1-AFU-87-19
2.02	MAJCOM-Conducted OT&E Programs at Other Activities	test plans, final reports, annexes, data supplements and related studies and analyses	at other activities	Destroy when no longer needed. AUTH: N1-AFU-87-19
2.03	MAJCOM-Conducted OT&E Programs Program Case Files Maintained by Test/ Project Managers and Directors	program case files, to include requirements, authorizations, planning and implementing documents, summary test data, lessons learned and similar records	maintained by est/project managers and directors	Cutoff when program/project completed; destroy when 30 years old. AUTH: N1-AFU-90-37 See Note Number: 574

2.04	MAJCOM-Conducted OT&E Programs Program Case Files at Other Activities	program case files, to include requirements, authorizations, planning and implementing documents, summary test data, lessons learned and similar records	at other activities	Destroy when no longer needed. AUTH: N1-AFU-87-19
3.00	Raw Test Data, Data Reduction Records	computer tapes, disks and other electronic records, photographic data and imagery (except summary film and video tape), audio tapes, punch cards, printouts, worksheets and similar data (including intermediate working tapes, computer listing/readout sheets, space-time data reduction reports) and other documentation	not specifically described in this Table	Destroy when data has been reduced, analyzed or otherwise is no longer needed. AUTH: N1-AFU-87-19 See Note Number: 572
4.00	Liaison Contractual Case Files	contracts, purchase orders, other contractual instruments, all supporting data and information documenting the negotiation, administration and payment of individual procurement transactions associated with a USAF-directed AFOTEC-conducted OT&E effort	at contract support activity providing liaison among comptroller procurement activity and OT&E program manager	Destroy upon final payment under the contract. AUTH: N1-AFU-87-19
5.00	OT&E Scientific and Technical Reference Materials	collections of technical and scientific materials, including: information copies of range program directives, range requirements and validation documents, similar data and related correspondence; and information copies of threat assessment reports, threat environmental descriptions, special studies and reference materials and related work	used in reference and research in OT&E efforts, management of OT&E range requirements/test resources, and verification of test realism and not returnable to, or suitable for, libraries as scholarly reference	Destroy when superseded, obsolete or no longer needed, whichever is sooner AUTH: N1-AFU-87-19
6.00	OT&E Audiovisual Records	OT&E audiovisual records	video tapes, 35mm slides and film strips of program test results	On completion or termination of test/project, forward to USAF OT&E Data Bank. AUTH: N1-AFU-87-19
6.01	OT&E Audiovisual Records at USAF OT&E Data Bank	video tapes, 35mm slides and film strips of program test results	at USAF OT&E data bank	When no longer needed for reference forward audiovisual material with historical significance to the DOD Motion Media Depository. AUTH: N1-AFU-87-19 See Note Number: 573